

<b>STATEMENT OF POLICY AND PROCEDURE</b>			
Section:	NLLS Employee(s)	Effective:	Sept 8, 2018
Chapter:	Conditions of Employment	Page(s):	1
Subject:	<b>Pay Days</b>	Revised Date:	Sept 8, 2018
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**PAY DAYS**

1. Employees will be paid on a twelve (12) month pay period cycle payout to be the second last business day of each month unless that day is a statutory holiday then it will be the day before.
2. Employees have a choice to receive a mid-month loan up to the amount of \$1000.00.
3. All employees shall receive pay by direct deposit.
4. In the case of computer failure or some unforeseen technical problem for the assigned pay day, NLLS will do its best to produce manual cheques and will undertake to deliver these cheques within three (3) working days.

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NLLS Executive Board Chair

Sept 8, 2018  
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Date of Approval