

## **Policy 5040: Work Week; Pay Dates**

**Original Date:**

**Status:**

### WORK WEEK

The normal work hour schedule for all full-time employees is forty (40) hours of service per week unless otherwise designated. Required hours of service exceptions are recognized paid holidays, approved sick leave, and approved-time-off.

### PAY DATES

All District employees will be paid twice a month – twenty-six (26) pays per year. Payment for worked hours follows ADP calendar. All employees regardless of classification follow this payroll calendar: Every Pay Period starts on a Friday and ends on a Thursday (for a total of 10 business days). Payroll is paid the following Friday. If that Friday follows on a holiday, payroll will be paid the Thursday immediately before.

Payroll dollars will be directly deposited for employees into the bank account on file from their current direct deposit authorization form. Alternate arrangements may be made as needed for employees who do not have a bank account that accepts direct deposits or fail to authorize direct deposit.