

**Policy 706.01: Payroll Periods**

Status: ADOPTED 6/25/2023  
Edited 5/7/2024

The payroll period for the school is monthly. Employees are paid on the 21st of each month. If this day is a holiday, recess, or weekend, the payroll is paid on the last working day prior to the holiday, recess, or weekend.

It is the responsibility of the board secretary or HR Generalist and Bookkeeper to issue payroll to employees in compliance with this policy.

Approved \_\_\_\_ 6/25/2023 \_\_\_\_\_ - Reviewed \_\_\_\_\_ -