

## NORTHCARE NETWORK

<b>POLICY TITLE:</b> Pay Periods	<b>CATEGORY:</b> Personnel	
<b>EFFECTIVE DATE:</b> 1/1/15	<b>BOARD APPROVAL DATE:</b> 12/10/14	
<b>REVIEW DATE:</b> 7/27/21	<b>REVISION(S) TO POLICY STATEMENT:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>OTHER REVISION(S):</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> HR Coordinator	<b>CEO APPROVAL DATE:</b> 8/3/21 Dr. Timothy Kangas, CEO	

### **APPLIES TO**

NorthCare Network Personnel

### **POLICY**

NorthCare Network's pay periods are recorded in two-week periods of time, with the week starting on Sunday and ending the following Saturday.

### **PURPOSE**

The purpose of this policy is to make clear when pay days occur and what pay periods are covered for employees.

### **DEFINITIONS**

N/A

### **REFERENCES**

N/A

### **HISTORY**

NEW POLICY – 1/1/15

REVISION DATE: 8/22/16, 2/19/19

REVIEW DATE: 12/3/14, 10/16/15, 8/22/16, 6/23/17, 4/20/18, 2/19/19, 11/24/19, 9/29/20, 7/27/21

CEO APPROVAL DATE: 12/3/14, 11/9/15, 9/6/16, 7/13/17, 5/10/18, 3/14/19, 12/3/19, 10/6/20, 8/3/21

BOARD APPROVAL DATE: 12/10/14

### **PROCEDURES**

The pay period computation is done in two-week periods with 26 pay periods per year. The HR Coordinator is required to publish pay periods, pay dates, and holiday schedule annually. Pay dates falling on a holiday will be moved to the prior business day.