

MEMO

TO: NSGEU 10.5 month employees

FROM: Charles Williamson

DATE: April 2, 2014

RE: Notification of Pay Date Adjustment for August 2014

We would like to notify you that the date in which your pay cheque is paid to you will be changing effective August 1, 2014. This is necessary as we need to standardize all employees pay dates to match the required pay date of our teachers. As per Article 31.4 you are entitled to 26 pay periods per year (August –July).

As scheduled, you will receive your last 2 week pay of the 2013/2014 school year on July 24th, then you will be paid a 2 week pay on Monday August 11, 2014, this is your first pay for the 2014/2015 school year. Your next pay date will include a 2 week pay, paid to you on August 28th and every 2 weeks thereafter.

To illustrate this, we've included a calendar of dates. The yellow highlighted blocks below are the dates your pay will be deposited into your bank account. The pink section represents the 2 week pay period, as discussed above and the orange section is the 2 week period, representing the new pay period cycle.

August 2014						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

If you have any questions, please feel free to call our office.