

MEMO

TO: Non Union 12 month Employees
FROM: Human Resources
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. Your pay date is being moved ahead by 1 week, but to ensure you are not without a pay for 3 weeks, we are paying you a 3 week pay early, on Monday August 11, 2014.

As scheduled, you will receive your regular 2 week pay on July 24th, then a 3 week pay will be paid to you on Monday August 11, 2014. 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 3 week pay period, as discussed above and the orange section is the 2 week period, representing the new pay period cycle.

July 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	31		

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.