

County of Elgin

Section: **4**

Human Resources Policy Manual

Subject: **Pay Provisions**

Code - **A**

Policy Number: **4.20**

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### **Pay Periods**

- (a) The pay period for all County employees is a two (2) week period beginning on a Thursday and ending on the second Wednesday following.
  
- (b) All staff are paid on the second Friday following the end of the pay period except if a statutory holiday falls on the Friday, in which case it shall be paid on the working day immediately prior to the said holiday.

### **Method of Payment**

Payment will be by direct deposit. The pay shall be made into a bank, credit union, or trust company of your choice provided the financial institution is equipped to accept it on a timely basis.