

**CARMICHAEL WATER DISTRICT
POLICY MANUAL**

POLICY 4020: Pay Periods

4020.10 The salaries and wages of all Carmichael Water District (District) employees shall be paid biweekly on Wednesdays.

4020.20 In the event a pay day falls on a District designated holiday, the immediately previous work day shall become the pay day.

4020.30 In instances where timesheets must be turned in early, adjustments that must be made to an employee's timesheet from the day that the timesheet is turned in through the end of the pay period will be paid on the employee's next paycheck.