

Policy Statement

TITLE	CODE
Personnel Policies (Bi-Weekly Travel)	201.254
	201.413
	214.414

REFERENCE

PERSONNEL RESPONSIBLE

All County Employees

EFFECTIVE

01-01-05 (Updated 01/01/2015)

201.254 – Sick Leave

- (B) Hours of sick leave earned after the 800 hour accumulation is reached shall be paid the second paycheck the month after it was earned. Any hours used from the 800 hour accrual must be replaced before further payments are made.

201.413 – Pay Period

- (A) The pay period shall be bi-weekly. The first day of a pay period shall be a 12:01 AM Sunday and run until the second Saturday at Midnight.

201.414 – Paydays

- (A) Employees shall be paid the second Thursday after the end of the pay period. If a payday falls on a holiday, employees shall be paid the first preceding work day.

AUTHORED BY: County Administrator

UPDATED: 11-01-2014

APPROVED BY: County Board

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