

**TOWNSHIP OF VERONA
COUNTY OF ESSEX, NEW JERSEY**



POLICIES AND PROCEDURES

Policy Title:	Pay Periods
Policy Reference No:	5-12
Release Date:	16-December-2020
Approved By:	Matthew Cavallo, Township Manager
Authority:	§ 36-1 (C) § 36-21
Revision History:	None
No. of Pages:	1
Applicability:	All Employees

For the purpose of determining wages and salaries due, the workweek is established as Saturday through Friday. Paydays are on the first (1st) and sixteenth (16th) day of every month. If, however, a payday falls on a weekend or a holiday, the payment will be issued on the business day preceding the weekend or holiday, whenever possible. However, the first pay of the year shall be paid on the first weekday of the month that is not a holiday, in lieu of the first day of the month.

Last Paycheck for Employees

When employment ends, the Township will pay the employee the remaining earned wages or salary in accordance with Township policy or the requirements of a collective negotiations agreement or as required by law. If any paid leave is due to the employee upon termination of employment, the balance due will be paid in the employee's final paycheck as required by law.

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Revision No.	Revision Date	Nature of Revision	Approved By