

# School District No. 45 (West Vancouver)

## Payroll Memo

**Date:** December 15, 2015

**TO:** CASUAL & TEMPORARY EMPLOYEES  
**FROM:** JULIA LEITERMAN, SECRETARY TREASURER  
**SUBJECT:** PAY PERIODS

Casual and Temporary employees are paid on a bi-weekly basis. Cheques are issued every other Friday and pay days and the work periods covered are listed below. *(Please ensure that your time sheets are submitted every Friday.)*

Pay Period	For Work Period	Pay Day
1	Dec 27/15– Jan 9/16	Jan 15/16
2	Jan 10/16 – Jan 23/16	Jan 29/16
3	Jan 24/16 – Feb 06/16	Feb 12/16
4	Feb 07/16 – Feb 20/16	Feb 26/16
5	Feb 21/16 – Mar 05/16	Mar 11/16
6	Mar 06/16 – Mar 19/06	Mar 24/16
7	Mar 20/16 – Apr 02/16	Apr 08/16
8	Apr 03/16 – Apr 16/16	Apr 22/16
9	Apr 17/16 – Apr 30/16	May 06/16
10	May 1/16 – May 14/16	May 20/16
11	May 15/16 – May 28/16	Jun 03/16
12	May 29/16 – Jun 11/16	Jun 17/16
13	Jun 12/16 – Jun 25/16	Jun 30/16
14	Jun 26/16 – Jul 09/16	Jul 15/16
15	Jul 10/16 – Jul 23/16	Jul 29/16
16	Jul 24/16 – Aug 06/16	Aug 12/16
17	Aug 07/16 – Aug 20/16	Aug 26/16
18	Aug 21/16 – Sep 03/16	Sep 09/16
19	Sep 04//16 – Sep 17/16	Sep 23/16
20	Sep 18/16 – Oct 01/16	Oct 07/16
21	Oct 02/16 – Oct 15/16	Oct 21/16
22	Oct 16/16 – Oct 29/16	Nov 04/16
23	Oct 30/16 – Nov 12/16	Nov 18/16
24	Nov 13/16 – Nov 26/16	Dec 02/16
25	Nov 27/16 – Dec 10/16	Dec 16/16
26	Dec 11/16 – Dec 24/16	Dec 30/16

cc: WVMEA

Q:/payroll/causal/causal temporary pay schedule 2016.doc