

# **Emneth Central Hall Management Committee**

## **Policy for paying employed staff.**

All employees will be paid at the end of the month they have just completed working, if commencing working during a month the pay will be pro rata.

The direct debit is set up so that the employee is paid on the last working day of the month unless this falls on a weekend or bank holiday, in which case payment will be made on the last working day of the month before the weekend or bank holiday.

A monthly time sheet showing hours worked must be completed & forwarded to the Treasurer promptly after the month end.

Any overtime worked in a month will be paid with the following month's salary.

All employees are entitled to the holiday entitlement stated in their Contract of Employment, this includes Bank Holidays.

Any Bank Holidays worked will be paid at the agreed rate stated in their Contract of Employment.

If the employee leaves our employment during a month, they will be paid pro rata for the hours they have worked & any holiday pay due & not taken at the time of leaving.

The holiday entitlement year runs from 1<sup>st</sup> January to 31<sup>st</sup> December