

Email: rabomi@pgdiocese.bc.ca

Phone (250)964-4424

Fax (250)964-2101

Diocese of Prince George

Chancery Office

Box 7000

Prince George, BC V2N 3Z2

MEMO

To: Priests, Pastoral Life Directors and all employees who are paid on a monthly basis

From: Richard Beaudette, OMI

Re: pay dates

Date: February 27, 2013

Message:

At present, all monthly employees are paid on the last pay date of each month. This means that at times there can be inordinately long periods between payroll deposits. For example, in February all monthly employees were paid on the 15th of the month and in March the deposit will be on the 29th.

To assist with financial planning and budgeting, the pay date for all monthly employees will be standardized: **beginning April 1 the payroll deposit will be made into your account on the last business day of each month**