

State of California  
Department of Industrial Relations  
Division of Labor Standards Enforcement

## PAYDAY NOTICE

REGULAR PAYDAYS FOR EMPLOYEES OF Mount St. Mary's University, Los Angeles  
(FIRM NAME)

\_\_\_\_\_ SHALL BE AS FOLLOWS:

Hourly, Non-Exempt employees are paid every other Friday.

Salaried, Exempt employees are paid monthly on the first business day of the month.  
If the first (1st) of the month is on a weekend or holiday, the payday will be the preceding Friday, whenever possible.

THIS IS IN ACCORDANCE WITH SECTIONS 204, 204A, 204B, 205, AND 205.5  
OF THE CALIFORNIA LABOR CODE

BY Human Resources

TITLE \_\_\_\_\_

DLSE 8 (REV. 06-02)

***PLEASE POST***