



Trees Organic  
COFFEE & ROASTING HOUSE

## **Policies & Procedures**

### **Payroll**

Employees will be paid semi-monthly. The first pay period will be the 1<sup>st</sup> to the 15<sup>th</sup> of each month, the second pay period will be the 16<sup>th</sup> to the last day of each month. Paycheques will be issued on the 4<sup>th</sup> and 19<sup>th</sup> of each month.

Vacation pay will be accrued at a rate of 4% for the first 5 years of continuous employment, and 6% after 5 years of continuous employment. Employees may request vacation pay at any time and as often as they like. Requests for vacation pay must be made prior to the end of the pay period for which they would like the vacation pay added.

The Company will make all necessary deductions for income taxes, CPP and EI as required by federal and provincial laws.