**Section 240.301 Semi-monthly Pay Period**

a) The first half of each semi-monthly pay period shall be from the first of the month to the fifteenth of the month. The second half shall be from the sixteenth of the month to the last working day of the month.

b) For purposes of determining the completion of the period for which compensation is being paid, the last working day of the pay period shall be considered the completion of the period.