

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

## PAYDAY NOTICE

REGULAR PAYDAYS FOR EMPLOYEES OF Otis College of Art and Design  
(FIRM NAME)

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

Twice per month on the 10th and 25th (or the Friday before  
when the regular pay day falls on a weekend or holiday.

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

BY Karen Hill

TITLE VP, HR & Development

DLSE 8 (REV. 06-02)

***PLEASE POST***