

**This policy sets out conditions applicable to Payment of Salaries and Wages.**

**The full content of the policy is available for download to your shopping cart.**

**Example content:**

*[insert company name]* will pay employees their agreed salary / wage into a nominated bank account at the period stated in their contract of employment. This will include shift allowances, leave entitlements, such as annual leave and sick leave.

*[insert company name]* is authorised to carry out the following deductions:

- ✓ damage to property or items, loss of goods or money that were entrusted to an employee and were lost or damaged due to the employees neglect;
- ✓ recovery of advances/loans/adjustments of overpayment;