

EMPIRE LIFE INFORMATION CIRCULAR

DATE: November 9, 2015

Nº. 2015-32

CATEGORY: INSURANCE/INVESTMENTS

TO: Managing General Agents, Associate General Agents, Advisors,
General Agents, Independent Financial Advisors and National Accounts

SUBJECT: 2016 weekly advisor pay schedule

Pay day is every Friday for advisors (unless there is a statutory holiday during the week). In order for commissions to be reflected on each pay, all outstanding requirements must be in Head Office and the policy settled.

**2016 weekly
advisor pay
schedule**

Month	Cut-off	Pay day	Week #
Jan	Tues 05	Fri 08	wk 1
	Tues 12	Fri 15	wk 2
	Tues 19	Fri 22	wk 3
	Tues 26	Fri 29	wk 4
Feb	Tues 02	Fri 05	wk 5
	Tues 09	Fri 12	wk 6
	Tues 16	Fri 19	wk 7
	Tues 23	Fri 26	wk 8
Mar	Tues 01	Fri 04	wk 9
	Tues 08	Fri 11	wk 10
	Tues 15	Fri 18	wk 11
	Mon 21	Thur 24	wk 12
Apr	Tues 29	Fri 01 (Apr)	wk 13
	Tues 05	Fri 08	wk 14
	Tues 12	Fri 15	wk 15
	Tues 19	Fri 22	wk 16
May	Tues 26	Fri 29	wk 17
	Tues 03	Fri 06	wk 18
	Tues 10	Fri 13	wk 19
	Tues 17	Fri 20	wk 20
Jun	Tues 24	Fri 27	wk 21
	Tues 31	Fri 03	wk 22
	Tues 07	Fri 10	wk 23
	Tues 14	Fri 17	wk 24
	Tues 21	Fri 24	wk 25
	Mon 27	Thu 30	wk 26

Month	Cut-off	Pay day	Week #
Jul	Tues 05	Fri 08	wk 27
	Tues 12	Fri 15	wk 28
	Tues 19	Fri 22	wk 29
	Tues 26	Fri 29	wk 30
Aug	Tues 02	Fri 05	wk 31
	Tues 09	Fri 12	wk 32
	Tues 16	Fri 19	wk 33
	Tues 23	Fri 26	wk 34
Sep	Tues 30	Fri 02 (Sep)	wk 35
	Tues 06	Fri 09	wk 36
	Tues 13	Fri 16	wk 37
	Tues 20	Fri 23	wk 38
Oct	Tues 27	Fri 30	wk 39
	Tues 04	Fri 07	wk 40
	Tues 11	Fri 14	wk 41
	Tues 18	Fri 21	wk 42
Nov	Tues 25	Fri 28	wk 43
	Tues 01	Fri 04	wk 44
	Tues 08	Fri 11	wk 45
	Tues 15	Fri 18	wk 46
Dec	Tues 22	Fri 25	wk 47
	Tues 29	Fri 02 (Dec)	wk 48
	Tues 06	Fri 09	wk 49
	Tues 13	Fri 16	wk 50
Jan '17	Tues 20	Fri 23	wk 51
	Fri 30*	Wed 05 (Jan)	wk 52
	Tues 03	Fri 06	wk 1

* Year End Cut-Off (Fri Dec 30)

Reference **Stephanie Wisniewski**, Director, Insurance Customer Service
Carol Anne Bracciodieta, Director, Investment, Customer and Dealer Service