

Deduction from Pay/Safe Harbor Exempt Employees

As required by law, deductions are made from employees' paychecks for Guam income taxes, social security and Medicare. All other deductions from an employees' paycheck, except for court-ordered deductions and those required by law, or allowed by law for exempt employees, must be authorized in writing by the employee and approved by **Goodwind Development Corporation**.

Goodwind Development Corporation does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the federal and Guam Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

During the week an exempt employee begins work for the company or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

Improper deductions. If an employee believes that an improper deduction has been taken from the employee's pay, the employee should immediately report the deduction to the HR department. The report will be promptly investigated, and if it is found that an improper deduction has been made, the company will reimburse the employee for the improper deduction.

Revision #1

Created 23 April 2026 05:14:24 by Ellaine Aranas

Updated 23 April 2026 05:17:38 by Ellaine Aranas