



CITY OF SANTA CLARA
**CONTRACT
CLASSES**

Contract Instructor Payment Request Schedule
JANUARY - JUNE 2024

MONTH	REQUEST DEADLINE	PAYMENT DATE	NOTE
January	1/1/2024	1/18/2024	
	1/15/2024	2/1/2024	
	1/29/2024	2/15/2024	
February	2/8/2024	2/29/2024	*President's Day - Due Thursday prior
	2/26/2024	3/14/2024	
March	3/11/2024	3/28/2024	
	3/25/2024	4/11/2024	
April	4/8/2024	4/25/2024	
	4/22/2024	5/9/2024	
May	5/6/2024	5/23/2024	
	5/16/2024	6/6/2024	*Memorial Day - Due Thursday prior
June	6/3/2024	6/20/2024	

PAYMENTS WILL BE DISTRIBUTED ON THURSDAY AFTER 3 P.M. ON A BI-WEEKLY BASIS. PAYMENTS RECEIVED AFTER THE DEADLINE AT 5:00 P.M. WILL BE PROCESSED IN THE NEXT PAYMENT CYCLE.