



**Contract Instructor Payment Request Schedule  
JUNE 2024 - JANUARY 2025**

MONTH	REQUEST DEADLINE	PAYMENT DATE	NOTE
JUNE	06/13/24*	07/03/24	*Independence Day - Due Thursday prior
JULY	07/01/24	07/18/24	
	07/15/24	08/01/24	
	07/29/24	08/15/24	
AUGUST	08/12/24	08/29/24	
	08/22/24*	09/12/24	*Labor Day - Due Thursday prior
SEPTEMBER	09/09/24	09/26/24	
	09/23/24	10/10/24	
OCTOBER	10/03/24*	10/24/24	*Columbus Day - Due Thursday prior
	10/21/24	11/07/24	
	10/31/24*	11/21/24	*Veterans Day - Due Thursday prior
NOVEMBER	11/14/24*	12/05/24	*Thanksgiving Day - Due Thursday prior
DECEMBER	12/02/24	12/19/24	
	12/12/24*	01/02/25	*Christmas Day - Due Thursday prior
	12/30/24	01/16/25	
JANUARY	01/09/25*	01/30/25	*Martin Luther Kind Jr. Day - Due Thursday prior

*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.*