



Instructor Payment Request Schedule JANUARY - JUNE 2026

MONTH	REQUEST DEADLINE	PAYMENT DATE	NOTE
DECEMBER	12/28/25	01/15/26	
JANUARY	01/08/25	01/29/26	*Martin Luther King Jr. Day
	01/22/25	02/12/26	
FEBRUARY	02/05/25	02/26/26	*Presidents' Day
	02/19/25	03/12/26	
MARCH	03/05/25	03/26/26	
	03/19/25	04/09/26	
APRIL	04/02/25	04/23/26	
	04/16/25	05/07/26	
	04/30/25	05/21/26	
MAY	05/14/25	06/04/26	*Memorial Day
	05/28/25	06/18/26	

This schedule reflects the Finance Department's bi-weekly check run for processing invoices. Payment Requests received after the deadline will be processed in the next payment cycle. Instructors will be paid in a single lump sum after the season concludes, and all classes for the season must have fully concluded prior to submitting a payment request; partial or interim payments will not be issued. Please note that payment by the designated date on the schedule is not guaranteed. This schedule is provided as a reference for estimated processing timelines, and while every effort is made to process payments as indicated, payments may be issued in a subsequent batch.