



**Contract Instructor Payment Request Schedule**  
**JUNE 2025 - JANUARY 2026**

MONTH	REQUEST DEADLINE	PAYMENT DATE	NOTE
July	06/15/25	07/03/24*	*FY End 2024-2025
	06/29/25	07/17/25	
	07/13/25	07/31/25	
August	07/27/25	08/14/25	
	08/10/25	08/28/25	
	08/24/25	09/11/25	*Labor Day
September	09/07/25	09/25/25	
	09/21/25	10/09/25	
October	10/05/25	10/23/25	*Columbus & Indigenous People's Day
	10/19/25	11/06/25	
November	11/02/25	11/20/25	*Veterans Day
	11/16/25	12/04/25	*Thanksgiving Day
December	11/30/25	12/18/25	
	12/14/25	12/31/25*	*Christmas Day, New Year's Day
January	12/28/25	01/15/26	
	01/11/26	01/29/26	*Martin Luther King Jr. Day

*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.*