



**Instructor Payment Request Schedule  
JULY 2026 - JANUARY 2027**

MONTH	REQUEST DEADLINE	PAYMENT DATE	NOTE
JUNE	06/11/26	07/02/26	FY End 2025-2026
	06/25/26	07/16/26	
JULY	07/09/26	07/30/26	
	07/23/26	08/13/26	
AUGUST	08/06/26	08/27/26	
	08/20/26	09/10/26	Labor Day
SEPTEMBER	09/03/26	09/24/26	
	09/17/26	10/08/26	
OCTOBER	10/01/26	10/22/26	Columbus & Indigenous People's Day
	10/15/26	11/05/26	
	10/29/26	11/19/26	Veteran's Day
NOVEMBER	11/12/26	12/03/26	Thanksgiving Day
	11/26/26	12/17/26	
DECEMBER	12/03/26	12/31/26	Christmas Day
	12/23/26	01/14/27	
JANUARY	01/07/27	01/28/27	Martin Luther King Jr. Day

*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.*