



Payment Schedule 2024

		Suggested Timesheet(s) to be included				
No. Weeks in Month	Pay month	Monday	Sunday	Monthly cut off date	Pay day	Notes
5 Weeks	Jan-24	27/11/2023	03/12/2023	5pm Friday 12.01.24	Wednesday 31.01.2024	Christmas / New Year - Closed 22.12.2023 - 02.01.2024
		04/12/2023	10/12/2023			
		11/12/2023	17/12/2023			
		18/12/2023	24/12/2023			
		25/12/2023	31/12/2023			
4 Weeks	Feb-24	01/01/2024	07/01/2024	5pm Friday 09.02.24	Thursday 29.02.24	
		08/01/2024	14/01/2024			
		15/01/2024	21/01/2024			
		22/01/2024	28/01/2024			
5 Weeks	Mar-24	29/01/2024	04/02/2024	5pm Friday 08.03.24	Thursday 28.03.24 (TBC)	Closed Monday 18.03.24 Easter 29.03.24 - 05.04.24
		05/02/2024	11/02/2024			
		12/02/2024	18/02/2024			
		19/02/2024	25/02/2024			
		26/02/2024	03/03/2024			
4 Weeks	Apr-24	04/03/2024	10/03/2024	5pm Friday 12.04.24	Tuesday 30.04.24	
		11/03/2024	17/03/2024			
		18/03/2024	24/03/2024			
		25/03/2024	31/03/2024			
4 Weeks	May-24	01/04/2024	07/04/2024	5pm Friday 10.05.24	Friday 31.05.24	Closed Monday 06.05.24
		08/04/2024	14/04/2024			
		15/04/2024	21/04/2024			
		22/04/2024	28/04/2024			
5 Weeks	Jun-24	29/04/2024	05/05/2024	5pm Friday 07.06.24	Friday 28.06.24	
		06/05/2024	12/05/2024			
		13/05/2024	19/05/2024			
		20/05/2024	26/05/2024			
		27/05/2024	02/06/2024			
4 Weeks	Jul-24	03/06/2024	09/06/2024	Friday 05.07.24	Wednesday 31.07.2024	Closed Friday 12.07.24 - Monday 15.07.24
		10/06/2024	16/06/2024			
		17/06/2024	23/06/2024			
		24/06/2024	30/06/2024			
4 Weeks	Aug-24	01/07/2024	07/07/2024	Friday 09.08.24	Friday 30.08.24	
		08/07/2024	14/07/2024			
		15/07/2024	21/07/2024			
		22/07/2024	28/07/2024			
5 Weeks	Sep-24	29/07/2024	04/08/2024	Friday 13.09.24	Monday 30.09.24	
		05/08/2024	11/08/2024			
		12/08/2024	18/08/2024			
		19/08/2024	25/08/2024			
		26/08/2024	01/09/2024			
4 Weeks	Oct-24	02/09/2024	08/09/2024	Friday 11.10.24	Thursday 31.10.24	
		09/09/2024	15/09/2024			
		16/09/2024	22/09/2024			
		23/09/2024	29/09/2024			
4 Weeks	Nov-24	30/09/2024	06/10/2024	Friday 08.11.24	Friday 29.11.24	
		07/10/2024	13/10/2024			
		14/10/2024	20/10/2024			
		21/10/2024	27/10/2024			
4 Weeks	Dec-24	28/10/2024	03/11/2024	Friday 29.11.24	Thursday 19.12.24 (TBC)	Christmas / New Year Closed Monday 23.12.24 - Wednesday 01.01.25
		04/11/2024	10/11/2024			
		11/11/2024	17/11/2024			
		18/11/2024	24/11/2024			
5 Weeks	Jan-25	25/11/2024	01/12/2024	Friday 10.01.25	Friday 31.01.25	
		02/12/2024	08/12/2024			
		09/12/2024	15/12/2024			
		16/12/2024	22/12/2024			
		23/12/2024	29/12/2024			

For information on requesting annual leave particularly over the closure periods please refer to the following video:



[HOW TO REQUEST ANNUAL LEAVE](#)