



Secretariat

15 January 2020

Information circular

To: Members of the staff

From: The Secretary-General

Subject: **Payroll schedule for the period from 1 January to 31 December 2020**

The purpose of the present circular is to inform staff of the payroll schedule for the period from 1 January to 31 December 2020. The payroll schedule is shown in the table below.

Table

Payroll schedule (1 January–31 December 2020)

<i>Month</i>	<i>Mid-month</i>	<i>Month end</i>	<i>Human Resources cut-off date</i>
January	8 January 2020 (Wednesday)	24 January 2020 (Friday)	15 January 2020 (Wednesday)
February	7 February 2020 (Friday)	21 February 2020 (Friday)	14 February 2020 (Friday)
March	9 March 2020 (Monday)	23 March 2020 (Monday)	16 March 2020 (Monday)
April	8 April 2020 (Wednesday)	22 April 2020 (Wednesday)	15 April 2020 (Wednesday)
May	8 May 2020 (Friday)	22 May 2020 (Friday)	15 May 2020 (Friday)
June	8 June 2020 (Monday)	23 June 2020 (Tuesday)	15 June 2020 (Monday)
July	8 July 2020 (Wednesday)	22 July 2020 (Wednesday)	15 July 2020 (Wednesday)
August	7 August 2020 (Friday)	24 August 2020 (Monday)	14 August 2020 (Friday)
September	8 September 2020 (Tuesday)	23 September 2020 (Wednesday)	15 September 2020 (Tuesday)



<i>Month</i>	<i>Mid-month</i>	<i>Month end</i>	<i>Human Resources cut-off date</i>
October	8 October 2020 (Thursday)	23 October 2020 (Friday)	15 October 2020 (Thursday)
November	9 November 2020 (Monday)	24 November 2020 (Tuesday)	16 November 2020 (Monday)
December	9 December 2020 (Wednesday)	17 December 2020 (Thursday)	10 December 2020 (Thursday)

(Signed) Michael Lodge
Secretary-General
