



Secretariat

13 November 2020

Information circular

To: Members of the staff

From: The Secretary-General

Subject: **Payroll schedule for the period from 1 January to 31 December 2021**

The purpose of the present circular is to inform staff of the payroll schedule for the period from 1 January to 31 December 2021. The payroll schedule is shown in the table below.

Table
Payroll schedule (1 January–31 December 2021)

<i>Month</i>	<i>Mid-month</i>	<i>Month end</i>	<i>Human Resources cut-off date</i>
January	8 January 2021 (Friday)	22 January 2021 (Friday)	15 January 2021 (Friday)
February	8 February 2021 (Monday)	22 February 2021 (Monday)	15 February 2021 (Monday)
March	8 March 2021 (Monday)	23 March 2021 (Tuesday)	15 March 2021 (Monday)
April	8 April 2021 (Thursday)	22 April 2021 (Thursday)	15 April 2021 (Thursday)
May	7 May 2021 (Friday)	21 May 2021 (Friday)	14 May 2021 (Friday)
June	8 June 2021 (Tuesday)	22 June 2021 (Tuesday)	15 June 2021 (Tuesday)
July	8 July 2021 (Thursday)	22 July 2021 (Thursday)	15 July 2021 (Thursday)
August	9 August 2021 (Monday)	23 August 2021 (Monday)	16 August 2021 (Monday)
September	8 September 2021 (Wednesday)	23 September 2021 (Thursday)	15 September 2021 (Wednesday)



<i>Month</i>	<i>Mid-month</i>	<i>Month end</i>	<i>Human Resources cut-off date</i>
October	8 October 2021 (Friday)	22 October 2021 (Friday)	15 October 2021 (Friday)
November	8 November 2021 (Monday)	23 November 2021 (Tuesday)	15 November 2021 (Monday)
December	8 December 2021 (Wednesday)	15 December 2021 (Wednesday)	10 December 2021 (Friday)

(Signed) Michael W. Lodge
Secretary-General
