



## Secretariat

18 November 2024


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### Information circular

To: Members of the staff  
 From: The Secretary-General  
 Subject: **Payroll schedule for 2025**

The purpose of the present circular is to inform staff of the payroll schedule for 2025, which is shown in the table below.

<i>Month</i>	<i>Mid-month</i>	<i>Month end</i>	<i>Human Resources cut-off date</i>
January	6 January (Monday)	20 January (Monday)	13 January (Monday)
February	6 February (Thursday)	20 February (Thursday)	13 February (Thursday)
March	6 March (Thursday)	20 March (Thursday)	13 March (Thursday)
April	4 April (Friday)	22 April (Tuesday)	11 April (Friday)
May	6 May (Tuesday)	20 May (Tuesday)	13 May (Tuesday)
June	6 June (Friday)	20 June (Friday)	13 June (Friday)
July	4 July (Friday)	21 July (Monday)	11 July (Friday)
August	5 August (Tuesday)	20 August (Wednesday)	13 August (Wednesday)
September	5 September (Friday)	19 September (Friday)	12 September (Friday)
October	6 October (Monday)	21 October (Tuesday)	13 October (Monday)
November	6 November (Thursday)	20 November (Thursday)	13 November (Thursday)
December	5 December (Friday)	12 December (Friday)	5 December (Friday)

  
 (Signed) Michael W. Lodge  
 Secretary-General