



Secretariat

18 November 2024

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

