

**Secretariat**

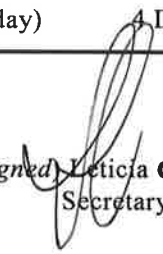
2 December 2025

**Information circular**

To: Members of the staff  
From: The Secretary-General  
Subject: **Payroll schedule for 2026**

The purpose of the present circular is to inform staff of the payroll schedule for 2026, 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 (Tuesday)	20 January (Tuesday)	13 January (Tuesday)
February	5 February (Thursday)	19 February (Thursday)	12 February (Thursday)
March	5 March (Thursday)	19 March (Thursday)	12 March (Thursday)
April	2 April (Thursday)	21 April (Tuesday)	10 April (Friday)
May	5 May (Tuesday)	19 May (Tuesday)	12 May (Tuesday)
June	5 June (Friday)	19 June (Friday)	12 June (Friday)
July	3 July (Friday)	20 July (Monday)	10 July (Friday)
August	4 August (Tuesday)	19 August (Wednesday)	12 August (Wednesday)
September	4 September (Friday)	18 September (Friday)	11 September (Friday)
October	5 October (Monday)	20 October (Tuesday)	12 October (Monday)
November	5 November (Thursday)	19 November (Thursday)	12 November (Thursday)
December	4 December (Friday)	11 December (Friday)	4 December (Friday)

(Signed)  Leticia Carvalho  
Secretary-General