

# Respite Connection, Inc.

515.277.1050 or toll-free 1.866.377.1050

## 2019 Notes Due Dates and Pay Dates

Notes are always due on the 4th & 19th of each month

<u>Which Notes are Due:</u>	<u>Respite/SCL Notes Due By:</u>	<u>Pay Day</u>
December 16th - 31st	Friday, January 4 **	Monday, January 14
January 1st - 15th	Saturday, January 19 **	Monday, January 28
January 16th - 31st	Monday, February 04	Tuesday, February 12
February 1st - 15th	Tuesday, February 19**	Wednesday, February 27
February 16th - 28th	Monday, March 04	Tuesday, March 12
March 1st - 15th	Tuesday, March 19	Wednesday, March 27
March 16th - 31st	Thursday, April 04	Friday, April 12
April 1st - 15th	Friday, April 19	Monday, April 29
April 16th - 30th	Saturday, May 04	Monday, May 13
May 1st - 15th	Sunday, May 19	Tuesday, May 28
May 16th - 31st	Tuesday, June 04	Wednesday, June 12
June 1st - 15th	Wednesday, June 19	Thursday, June 27
June 16th - 30th	Thursday, July 04 **	Friday, July 12
July 1st - 15th	Friday, July 19	Monday, July 29
July 16th - 31st	Sunday, August 04	Monday, August 12
August 1st - 15th	Monday, August 19	Tuesday, August 27
August 16th - 31st	Wednesday, September 04 **	Thursday, September 12
September 1st - 15th	Thursday, September 19	Friday, September 27
September 16th - 30th	Friday, October 04	Friday, October 11*
October 1st- 15th	Saturday, October 19	Monday, October 28
October 16th - 31st	Monday, November 04	Tuesday, November 12**
November 1st - 15th	Tuesday, November 19	Wednesday, November 27
November 16th - 30th	Wednesday, December 04	Thursday, December 12
December 1st - 15th	Thursday, December 19	Friday, December 27

### About Notes Due Dates:

**Notes are due IN OUR OFFICE by midnight on the due date.**

All notes must be received on or before the due dates of the 4th and 19th, even if it's a Sunday or holiday. Notes received after the due date will be processed for the next pay day cycle.

\*\*Indicates there is a federal holiday and mail may be affected. When mailing your notes, consider using **priority mail** to ensure they **ARRIVE** in our office by the due date.

Our drop box is open 24 hours a day, 7 days a week for your convenience. We check it daily at 8 am and throughout the day.

### About Pay Days:

Pay days are scheduled on the 12th and 27th of every month. If the pay day falls on a weekend or federal reserve holiday the pay day will be on the following business day, due to banks being closed on federal holidays. \* **Indicates the pay date will be moved up due to the holiday.**