

Respite Connection, Inc.

515.277.1050 or toll-free 1.866.377.1050

2023 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	Wednesday, January 4 **	Thursday, January 12
January 1st - 15th	Thursday, January 19**	Friday, January 27
January 16th - 31st	Saturday, February 04	Monday, February 13
February 1st - 15th	Sunday, February 19	Monday, February 27
February 16th - 28th	Saturday, March 04	Monday, March 13
March 1st - 15th	Sunday, March 19	Monday, March 27
March 16th - 31st	Tuesday, April 04	Wednesday, April 12
April 1st - 15th	Wednesday, April 19	Thursday, April 27
April 16th - 30th	Thursday, May 04	Friday, May 12
May 1st - 15th	Friday, May 19	Friday, May 26
May 16th - 31st	Sunday, June 04	Monday, June 12
June 1st - 15th	Monday, June 19**	Tuesday, June 27
June 16th - 30th	Tuesday, July 4**	Wednesday, July 12
July 1st - 15th	Wednesday, July 19	Thursday, July 27
July 16th - 31st	Friday, August 04	Monday, August 14
August 1st - 15th	Saturday, August 19	Monday, August 28
August 16th - 31st	Monday, September 4**	Tuesday, September 12
September 1st - 15th	Tuesday, September 19	Wednesday, September 27
September 16th - 30th	Wednesday, October 04	Thursday, October 12
October 1st- 15th	Thursday, October 19	Friday, October 27
October 16th - 31st	Saturday, November 04	Monday, November 13
November 1st - 15th	Sunday, November 19	Monday, November 27
November 16th - 30th	Monday, December 04	Tuesday, December 12
December 1st - 15th	Tuesday, December 19	Wednesday, December 27

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 considered late and processed on the next pay day cycle. If you are mailing them in, your notes must be postmarked on the 3rd or 18th (unless it's a weekend or holiday, then will need to be postmarked prior to this date).

****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!

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.