

Respite Connection, Inc.

2024 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	Thursday, January 4 **	Friday, January 12
January 1st - 15th	Friday, January 19**	Monday, January 29
January 16th - 31st	Sunday, February 04	Monday, February 12
February 1st - 15th	Monday, February 19	Tuesday, 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 4**	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 4**	Thursday, September 12
September 1st - 15th	Thursday, September 19	Friday, September 27
September 16th - 30th	Friday, October 04	Monday, October 14
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

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.