

# 2026 Notes Due Dates and Pay Dates

**Notes are always due on the 3rd & 18th of each month**

<b><u>Pay Period:</u></b>	<b><u>Notes Due By:</u></b>	<b><u>Pay Day:</u></b>
December 16th-31st	Saturday, January 3rd	Monday, January 12th
January 1st-15th	Sunday, January 18th	Tuesday, January 27th
January 16th-31st	Tuesday, February 3rd	Thursday, February 12th
February 1st-15th	Wednesday, February 18th	Friday, February 27th
February 16th-28th	Tuesday, March 3rd	Thursday, March 12th
March 1st- 15th	Wednesday, March 18th	Friday, March 27th
March 16th- 31st	Friday, April 3rd	<b>Monday, April 13th</b>
April 1st-15th	Saturday, April 18th	Monday, April 27th
April 16th-30th	Sunday, May 3rd	Tuesday, May 12th
May 1st-15th	Monday, May 18th	Wednesday, May 27th
May 16th-31st	Wednesday, June 3rd	Friday, June 12th
June 1st-15th	Thursday, June 18th	<b>Monday, June 29th</b>
June 16th-30th	Friday, July 3rd	<b>Monday, July 13th</b>
July 1st-15th	Saturday, July 18th	Monday, July 27th
July 16th-31st	Monday, August 3rd	Wednesday, August 12th
August 1st-15th	Tuesday, August 18th	Thursday, August 27th
August 16-31st	Thursday, September 3rd	<b>Monday, September 14th</b>
September 1st-15th	Friday, September 18th	<b>Monday, September 28th</b>
September 16th-30th	Saturday, October 3rd	<b>Tuesday, October 13th</b>
October 1st-15th	Sunday, October 18th	Tuesday, October 27th
October 16th-31st	Tuesday, November 3rd	Thursday, November 12th
November 1st-15th	Wednesday, November 18th	Friday, November 27th
November 16th-30th	Thursday, December 3rd	<b>Monday, December 14th</b>
December 1st-15th	Friday, December 18th	<b>Monday, December 28th</b>

All service documentation should be completed within 48hours of providing services. All notes except SCL should be submitted online at [rcevv.com](http://rcevv.com).

Email your SCL notes and timecard as a PDF attachment to: [trc@respiteconnection.com](mailto:trc@respiteconnection.com) by the due date! (Can not be photos, must be a PDF attachment) or fax your SCL notes to **515.277.1963**

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.**