

Respite Connection, Inc.

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2016 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	Monday, January 04 **	Tuesday, January 12
January 1st - 15th	Tuesday, January 19 **	Wednesday, January 27
January 16th - 31st	Thursday, February 04	Friday, February 12
February 1st - 15th	Friday, February 19	Monday, February 29
February 16th - 28th	Friday, March 04	Monday, March 14
March 1st - 15th	Saturday, March 19	Monday, March 28
March 16th - 31st	Monday, April 04	Tuesday, April 12
April 1st - 15th	Tuesday, April 19	Wednesday, April 27
April 16th - 30th	Wednesday, May 04	Thursday, May 12
May 1st - 15th	Thursday, May 19	Friday, May 27
May 16th - 31st	Saturday, June 04	Monday, June 13
June 1st - 15th	Sunday, June 19	Monday, June 27
June 16th - 30th	Monday, July 04 **	Tuesday, July 12
July 1st - 15th	Tuesday, July 19	Wednesday, July 27
July 16th - 31st	Thursday, August 04	Friday, August 12
August 1st - 15th	Friday, August 19	Monday, August 29
August 16th - 31st	Sunday, September 04 **	Monday, September 12
September 1st - 15th	Monday, September 19	Tuesday, September 27
September 16th - 30th	Tuesday, October 04	Wednesday, October 12
October 1st- 15th	Wednesday, October 19	Thursday, October 27
October 16th - 31st	Friday, November 04	Monday, November 14
November 1st - 15th	Saturday, November 19	Monday, November 28
November 16th - 30th	Sunday, December 04	Monday, December 12
December 1st - 15th	Monday, December 19	Tuesday, 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.