



Secretariat

18 December 2023

Information circular

To: Members of the staff
 From: The Secretary-General
 Subject: **Payroll schedule for 2024**

The purpose of the present circular is to inform staff of the payroll schedule for 2024, which is shown in the table below.

<i>Month</i>	<i>Mid-month</i>	<i>Month end</i>	<i>Human Resources cut-off date</i>
January	5 January (Friday)	22 January (Monday)	12 January (Friday)
February	6 February (Tuesday)	20 February (Tuesday)	13 February (Tuesday)
March	6 March (Wednesday)	20 March (Wednesday)	13 March (Wednesday)
April	5 April (Friday)	22 April (Monday)	12 April (Friday)
May	6 May (Monday)	21 May (Tuesday)	17 May (Friday)
June	6 June (Thursday)	20 June (Thursday)	13 June (Thursday)
July	5 July (Friday)	19 July (Friday)	12 July (Friday)
August	6 August (Tuesday)	20 August (Tuesday)	13 August (Tuesday)
September	5 September (Thursday)	19 September (Thursday)	12 September (Thursday)
October	4 October (Friday)	21 October (Monday)	14 October (Monday)
November	6 November (Wednesday)	20 November (Wednesday)	13 November (Wednesday)
December	6 December (Friday)	13 December (Friday)	6 December (Friday)

(Signed) Michael W. Lodge
 Secretary-General

