

## DEADLINES AND PAYMENT DATES FOR SUPPLY TEACHERS

### Academic Session 2025/2026

Listed below are the payment periods and submission dates for supply timesheet claims for the school session 2025/2026

Supply Teachers should ensure that they claim at the end of each period for days worked within that period. **Please do not 'save' claims and submit timesheets for more than one period as this could result in an overpayment of pension contributions.**

| From     | To       | Deadline | Payment Date | Maximum No of Days |
|----------|----------|----------|--------------|--------------------|
| 18/08/25 | 29/08/25 | 03/09/25 | 25/09/25     | 10                 |
| 01/09/25 | 26/09/25 | 01/10/25 | 30/10/25     | 20                 |
| 29/09/25 | 10/10/25 | 29/10/25 | 27/11/25     | 10                 |
| 27/10/25 | 21/11/25 | 26/11/25 | 18/12/25     | 20                 |
| 24/11/25 | 23/12/25 | 02/01/26 | 29/01/26     | 22                 |
| 07/01/26 | 23/01/26 | 28/01/26 | 26/02/26     | 13                 |
| 26/01/26 | 20/02/26 | 27/02/26 | 26/03/26     | 18                 |
| 23/02/26 | 20/03/26 | 25/03/26 | 30/04/26     | 20                 |
| 23/03/26 | 24/04/26 | 29/04/26 | 28/05/26     | 14                 |
| 27/04/26 | 29/05/26 | 04/06/26 | 25/06/26     | 24                 |
| 01/06/26 | 02/07/26 | 07/07/26 | 30/07/26     | 24                 |

It is **your** responsibility to ensure that your timesheet arrives by the above deadlines. Claims should be emailed directly to the Head Teacher for authorisation. Once reviewed this must be emailed to [Timesheets@pkc.gov.uk](mailto:Timesheets@pkc.gov.uk)

If you no longer wish to be held on the supply register, please inform the Supply Team in writing by emailing [hr@pkc.gov.uk](mailto:hr@pkc.gov.uk)