

**PAYROLL DEADLINES
PERMANENT & FIXED TERM CONTRACT TEACHERS
APRIL 2025 – MARCH 2026**

Please find detailed below submission deadlines for the payment of Additional hours, Kit Hours, Teachers Commissioned Work, Compulsory Mileage Claims, etc for **permanent and fixed term contract teachers**. NB if you are carrying out supply work either on a short term or fixed term temporary contract, please refer to separate deadline dates headed “Payment Dates for Supply Teachers”

ALL PAYMENT REQUESTS SHOULD BE CLAIMED ONE FULL MONTH IN ARREARS

Documentation to be received by	Payment Date
02/04/2025	24/04/2025
06/05/2025	29/05/2025
04/06/2025	26/06/2025
03/07/2025	31/07/2025
05/08/2025	28/08/2025
02/09/2025	25/09/2025
03/10/2025	30/10/2025
04/11/2025	27/11/2025
02/12/2025	TBC
05/01/2026	29/01/2026
03/02/2026	26/02/2026
03/03/2026	26/03/2026

All claims must be emailed to Timesheets@pkc.gov.uk