

Payroll Schedule 2025
Durham College *Contract Support & Timesheet* Deadlines

Payroll #	Period Covering: Start Date	Period Covering: End Date	Employee Deadline to Submit (5:00 pm Monday)**	Manager Deadline to Submit (12:30 pm Tuesday)**	Pay Date	Statutory Holidays
1	14-Dec-24	27-Dec-24	2-Jan-25	3-Jan-25	10-Jan-25	Dec 25 & 26
2	28-Dec-24	10-Jan-25	13-Jan-25	14-Jan-25	24-Jan-25	Jan 1 New Year's
3	11-Jan-25	24-Jan-25	27-Jan-25	28-Jan-25	7-Feb-25	
4	25-Jan-25	7-Feb-25	10-Feb-25	11-Feb-25	21-Feb-25	
5	8-Feb-25	21-Feb-25	24-Feb-25	25-Feb-25	7-Mar-25	Feb 17 Family Day
6	22-Feb-25	7-Mar-25	10-Mar-25	11-Mar-25	21-Mar-25	**Reading Week **
7	8-Mar-25	21-Mar-25	24-Mar-25	25-Mar-25	4-Apr-25	
8	22-Mar-25	4-Apr-25	7-Apr-25	8-Apr-25	17-Apr-25	
9	5-Apr-25	18-Apr-25	21-Apr-25	22-Apr-25	2-May-25	Apr 18 Good Friday
10	19-Apr-25	2-May-25	5-May-25	6-May-25	16-May-25	
11	3-May-25	16-May-25	19-May-25	20-May-25	30-May-25	
12	17-May-25	30-May-25	2-Jun-25	3-Jun-25	13-Jun-25	May 19 Victoria Day
13	31-May-25	13-Jun-25	16-Jun-25	17-Jun-25	27-Jun-25	
14	14-Jun-25	27-Jun-25	30-Jun-25	2-Jul-25	11-Jul-25	**Reading Week **
15	28-Jun-25	11-Jul-25	14-Jul-25	15-Jul-25	25-Jul-25	Jul 1 Canada Day
16	12-Jul-25	25-Jul-25	28-Jul-25	29-Jul-25	8-Aug-25	
17	26-Jul-25	8-Aug-25	11-Aug-25	12-Aug-25	22-Aug-25	Aug 4 Civic Holiday
18	9-Aug-25	22-Aug-25	25-Aug-25	26-Aug-25	5-Sep-25	
19	23-Aug-25	5-Sep-25	8-Sep-25	9-Sep-25	19-Sep-25	Sep 1 Labour Day
20	6-Sep-25	19-Sep-25	22-Sep-25	23-Sep-25	3-Oct-25	
21	20-Sep-25	3-Oct-25	6-Oct-25	7-Oct-25	17-Oct-25	
22	4-Oct-25	17-Oct-25	20-Oct-25	21-Oct-25	31-Oct-25	Oct 13 Thanksgiving
23	18-Oct-25	31-Oct-25	3-Nov-25	4-Nov-25	14-Nov-25	**Reading Week **
24	1-Nov-25	14-Nov-25	17-Nov-25	18-Nov-25	28-Nov-25	
25	15-Nov-25	28-Nov-25	1-Dec-25	2-Dec-25	12-Dec-25	
26	29-Nov-25	12-Dec-25	15-Dec-25	16-Dec-25	24-Dec-25	
1	13-Dec-25	26-Dec-25	29-Dec-25	2-Jan-26	9-Jan-26	Dec 25 & 26
Reading week unpaid and Faculty submits for payment						

****Deadline for payroll to be processed by the pay date indicated.****