

Pay and Travel Deadlines 2020-21 for Staff Paid on the 16th

Staff paid on the 26th, please see Page 2

Please find below a list of pay claim periods and return dates. Please note that we should receive your claims **no later than 12 noon on the deadline day**.

Please be aware that due to new mailroom processes that have been put in place for the coronavirus pandemic, claims submitted by post may take longer than anticipated to reach Pudsey Civic Hall. To guarantee payment the following month, it is advised that you send scans of your claim and any necessary receipts via email to artforms.claims@leeds.gov.uk.

Casual Pay Claims		
Submit to Pay Claims c/o ArtForms office or email to artforms.claims@leeds.gov.uk		
Claim Period	Claim Deadline	Pay Date
27/07/20 – 30/08/20	Tues 01/09/20	16/09/20
31/08/20 – 27/09/20	Mon 28/09/20	16/10/20
28/09/20 – 25/10/20	Mon 26/10/20	16/11/20
26/10/20 – 29/11/20	Mon 30/11/20	16/12/20
30/11/20 – 13/12/20	Mon 14/12/20	15/01/21
14/12/20 – 31/01/21	Mon 01/02/21	16/02/21
01/02/21 – 28/02/21	Mon 01/03/21	16/03/21
01/03/21 – 28/03/21	Mon 29/03/21	16/04/21
29/03/21 – 25/04/21	Mon 26/04/21	14/05/21
26/04/21 – 30/05/21	Tues 01/06/21	16/06/21
31/05/21 – 27/06/21	Mon 28/06/21	16/07/21
28/06/21 – 25/07/21	Mon 26/07/21	16/08/21

Travel Claims		
Submit to Travel Claims c/o ArtForms office or email to artforms.claims@leeds.gov.uk You must include receipts or a reason why you can't send receipts with your Travel Claim.		
Claim Period	Claim Deadline	Pay Date
16/08/20 – 15/09/20	Wed 16/09/20	16/10/20
16/09/20 – 15/10/20	Fri 16/10/20	16/11/20
16/10/20 – 15/11/20	Mon 16/11/20	16/12/20
16/11/20 – 13/12/20	Mon 14/12/20	15/01/21
14/12/20 – 15/01/21	Mon 18/01/21	16/02/21
16/01/21 – 15/02/21	Tues 16/02/21	16/03/21
16/02/21 – 15/03/21	Tues 16/03/21	16/04/21
16/03/21 – 15/04/21	Fri 16/04/21	14/05/21
16/04/21 – 15/05/21	Mon 17/05/21	16/06/21
16/05/21 – 15/06/21	Wed 16/06/21	16/07/21
16/06/21 – 15/07/21	Fri 16/07/21	16/08/21
16/07/21 – 15/08/21	Mon 16/08/21	16/09/21

Pay and Travel Deadlines 2020-21 for Staff Paid on the 26th

Staff paid on the 16th, please see Page 1

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28/09/20 – 25/10/20	Mon 26/10/20	26/11/20
26/10/20 – 29/11/20	Mon 30/11/20	24/12/20
30/11/20 – 13/12/20	Mon 14/12/20	26/01/21
14/12/20 – 31/01/21	Mon 01/02/21	26/02/21
01/02/21 – 28/02/21	Mon 01/03/21	26/03/21
01/03/21 – 28/03/21	Mon 29/03/21	26/01/21
29/03/21 – 25/04/21	Mon 26/04/21	26/05/21
26/04/21 – 30/05/21	Tues 01/06/21	25/06/21
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28/06/21 – 25/07/21	Mon 26/07/21	26/08/21

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Claim Period	Claim Deadline	Pay Date
26/08/20 – 25/09/20	Mon 28/09/20	26/10/20
26/09/20 – 25/10/20	Mon 26/10/20	26/11/20
26/10/20 – 25/11/20	Thurs 26/11/20	24/12/20
26/11/20 – 13/12/20	Mon 14/12/20	26/01/21
14/12/20 – 25/01/21	Tues 26/01/21	26/02/21
26/01/21 – 25/02/21	Fri 26/02/21	26/03/21
26/02/21 – 25/03/21	Fri 26/03/21	26/01/21
26/03/21 – 25/04/21	Mon 26/04/21	26/05/21
26/04/21 – 25/05/21	Wed 26/05/21	25/06/21
26/05/21 – 25/06/21	Mon 28/06/21	26/07/21
26/06/21 – 25/07/21	Mon 26/07/21	26/08/21
26/07/21 – 25/08/21	Thurs 26/08/21	24/09/21