

## Philip Morris Switzerland - Manpower - Monthly Payment/Invoicing Calendar 2024

Month 2024	From / To	Weeks Paid	Deadline to send timesheet(s) and have it validated = <b>Mondays</b>	Payment expected on:
December 2023	11.12.23 - 31.12.23	50-51-52	02.01.2024	04.01.2024
January	02.01.24 - 21.01.24	1 -2 - 3 -	22.01.2024	25.01.2024
February	22.01.24 - 18.02.24	4-5-6-7	19.02.2024	22.02.2024
March	19.02.24 -17.03.24	8-9-10-11	18.03.2024	21.03.2024
April	18.03.24 - 21.04.24	12-13-14-15-16	22.04.2024	25.04.2024
May	22.04.24 - 19.05.24	17-18-19-20	20.05.2024	23.05.2024
June	20.05.24 - 23.06.24	21-22-23-24-25	24.06.2024	27.06.2024
July	24.06.24 - 21.07.24	26-27-28-29	22.07.2024	25.07.2024
August	22.07.24 - 25.08.24	30-31-32-33-34	26.08.2024	29.08.2024
September	26.08.24 - 22.09.24	35-36-37-38	23.09.2024	26.09.2024
October	23.09.24 - 20.10.24	39-40-41-42	21.10.2024	24.10.2024
November	21.10.24 - 24.11.24	43-44-45-46-47	25.11.2024	28.11.2024
December*	25.11.24 - 08.12.24	48-49	09.12.2024	12.12.2024
December*	09.12.24 - 29.12.24	50-51-52	<b>Friday 03.01.2025</b>	<b>Tuesday 07.01.2025</b>



**It is crucial to have your timesheets approved each week AND to respect the date in red which is the deadline to ensure salary treatment in that month.**

**Please note that if the delays above are not respected, it won't be possible to pay out your salary before the following week at the soonest.**

\* = 2 exceptional payments are expected at the end of the year