



WEEK-END/MONTH-END DATES FOR CONTRIBUTION YEAR 2025

Dear Employer/Payroll Administrator,

Below are the end dates for contributions. It is important to note that one return cannot include both the end of the current month and the start of the new month.

Simply put, each month must be on a separate return. Where a month ends on a day that is not a Friday an additional return must be submitted.

In the March example below, week 23 starts on Monday 31 March. This means that you will need to submit a return with just this one day.

Monday 03 March to Friday 28 March [Week 19 to 22]

HOLIDAY FUND NUMBER (NO HF)	MAN NUMBER	INITIALS	SURNAME	DOB YYYY/MM/DD	Detail per week (Wk _n = Week Number, Ben _n = Benefit Code, Qty _n = No. of benefits for the week, 0 if no benefits due)														
					Wk1	Ben1	Qty1	Wk2	Ben2	Qty2	Wk3	Ben3	Qty3	Wk4	Ben4	Qty4	Wk5	Ben5	Qty5
MARCH 2025																			
111111	103	A	SURNAME	880912	19	HCK	5	20	HCK	5	21	HCK	5	22	HCK	5	23	HCK	1
222222	104	B	VAN	20021226	19	HCK	5	20	HCK	5	21	HCK	5	22	HCK	5	23	HCK	1
333333	105	C	FANA	900920	19	HCK	5	20	HCK	5	21	HCK	5	22	HCK	5	23	HCK	1
444444	106	D	SURNAME	821020	19	HCK	5	20	HCK	5	21	HCK	5	22	HCK	5	23	HCK	1

Monday 31 March: Submit a return for only this **one (1)** day. [Week 23]

Tuesday 01 April to Friday 04 April: Submit a return for **four (4)** days. [Also Week 23]

A new return must then be submitted, also for week 23 but for the remaining 4 days from Tuesday 1ST April to Friday 4th April.

March Dates

	From	To
	Monday	Friday
Wk 19	03	07
Wk 20	10	14
Wk 21	17	21
Wk 22	24	28
Wk 23	31 (Last day Monday)	

April Dates

Wk 23	01 First day (Tuesday)	04
Wk 24	07	11
Wk 25	14	18
Wk 26	21	25
Wk 27	28	30 (Last day Wednesday)

01 November 2024 – 31 October 2025

WEEKEND PERIODS START DATE	AUTO WEEKS	DUE DATE TO AVOID INTEREST
01/11/2024 08/11/2024 15/11/2024 22/11/2024 29/11/2024	53/01 02 03 04 05	7/12/2024
06/12/2024 13/12/2024 20/12/2024 27/12/2024	06 07 08 09	7/01/2025
03/01/2025 10/01/2025 17/01/2025 24/01/2025 31/01/2025	10 11 12 13 14	7/02/2025
07/02/2025 14/02/2025 21/02/2025 28/02/2025	15 16 17 18	7/03/2025
07/03/2025 14/03/2025 21/03/2025 28/03/2025 31/03/2025	19 20 21 22 23	7/04/2025
04/04/2025 11/04/2025 18/04/2025 25/04/2025 30/04/2025	23 24 25 26 27	7/05/2025
02/05/2025 09/05/2025 16/05/2025 23/05/2025 30/05/2025	27 28 29 30 31	7/06/2025
06/06/2025 13/06/2025 20/06/2025 27/06/2025 30/06/2025	32 33 34 35 36	7/07/2025
04/07/2025 11/07/2025 18/07/2025 25/07/2025 31/07/2025	36 37 38 39 40	7/08/2025
01/08/2025 08/08/2025 15/08/2025 22/08/2025 29/08/2025	40 41 42 43 44	7/09/2025
05/09/2025 12/09/2025 19/09/2025 26/09/2025 30/09/2025	45 46 47 48 49	7/10/2025
03/10/2025 10/10/2025 17/10/2025 24/10/2025 31/10/2025	49 50 51 52 53	7/11/2025

Builders Holiday – Tuesday 17/12/2024 to Friday 10/01/2025