**2015 Rwanda Pay Calendar**

**US 2015 Holidays:**
- Thursday, January 1 – New Year’s Day
- Monday, May 25 – Memorial Day
- Friday, July 3 - US Observed Holiday
- Saturday, July 4 – Independence Day
- Monday, September 7 – Labor Day
- Thursday, November 26 – Thanksgiving Day
- Friday, December 25 – Christmas Day

**CMU Holiday:**
- Friday, November 27 - day after Thanksgiving
- Thursday, December 24 – Christmas Eve day
- Thursday, December 31 - New Years Eve day

**Rwanda 2015 Holidays:**
- Friday, January 1 – New Year’s Day
- Sunday, February 1 - National Heroes Day
- Tuesday, April 7 - Genocide Memorial Day
- Friday, May 1 - Labor Day
- Wednesday, July 1 - Independence Day
- Friday, July 3 - US Observed Holiday
- Thursday, July 4 – Independence Day
- Friday, July 4 – National Liberation Day
- Saturday, August 15 - Assumption Day
- Thursday, August 27 - Assumption Day
- Monday, September 7 – Labor Day
- Thursday, October 1 - Patriotism Day
- Friday, December 25 – Christmas Day
- Saturday, December 26 – Boxing Day

CMU to provide PKF with the monthly changes to payroll
PKF to prepare monthly payroll schedules and funding request, and forward to CMU by close of business
CMU to review payroll output and send approval to PKF
CMU to transfer funds based on funding request provided by PKF
PKF office will facilitate employee net pay via Ecobank ACH process and provide payslips to employees via email
Pay Day
Weekends
Rwanda Public Holiday
US Holiday
CMU Holiday
US/Rwanda Shared Holiday
Rwanda Holiday/CMU Funds Transfer to PKF