

| JANUARI |    |    |    |    |    |    |  |
|---------|----|----|----|----|----|----|--|
| ma      | di | wo | do | vr | za | zo |  |
| 30      | 31 | 1  | 2  | 3  | 4  | 5  |  |
| 6       | 7  | 8  | 9  | 10 | 11 | 12 |  |
| 13      | 14 | 15 | 16 | 17 | 18 | 19 |  |
| 20      | 21 | 22 | 23 | 24 | 25 | 26 |  |
| 27      | 28 | 29 | 30 | 31 |    |    |  |

Week 1  
Week 2  
Week 3  
Week 4  
Week 5

| FEBRUARI |    |    |    |    |    |    |  |
|----------|----|----|----|----|----|----|--|
| ma       | di | wo | do | vr | za | zo |  |
| 27       | 28 | 29 | 30 | 31 | 1  | 2  |  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |  |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |  |
| 24       | 25 | 26 | 27 | 28 |    |    |  |

Week 5  
Week 6  
Week 7  
Week 8  
Week 9

| MAART |    |    |    |    |    |    |  |
|-------|----|----|----|----|----|----|--|
| ma    | di | wo | do | vr | za | zo |  |
| 28    | 29 | 30 | 31 | 1  | 2  |    |  |
| 3     | 4  | 5  | 6  | 7  | 8  | 9  |  |
| 10    | 11 | 12 | 13 | 14 | 15 | 16 |  |
| 17    | 18 | 19 | 20 | 21 | 22 | 23 |  |
| 24    | 25 | 26 | 27 | 28 | 29 | 30 |  |
| 31    |    |    |    |    |    |    |  |

Week 9  
Week 10  
Week 11  
Week 12  
Week 13  
Week 14

| APRIL |    |    |    |    |    |    |  |
|-------|----|----|----|----|----|----|--|
| ma    | di | wo | do | vr | za | zo |  |
| 31    | 1  | 2  | 3  | 4  | 5  | 6  |  |
| 7     | 8  | 9  | 10 | 11 | 12 | 13 |  |
| 14    | 15 | 16 | 17 | 18 | 19 | 20 |  |
| 21    | 22 | 23 | 24 | 25 | 26 | 27 |  |
| 28    | 29 | 30 | 1  | 2  | 3  | 4  |  |

Week 14  
Week 15  
Week 16  
Week 17  
Week 18

| MEI |    |    |    |    |    |    |  |
|-----|----|----|----|----|----|----|--|
| ma  | di | wo | do | vr | za | zo |  |
| 28  | 29 | 30 | 1  | 2  | 3  | 4  |  |
| 5   | 6  | 7  | 8  | 9  | 10 | 11 |  |
| 12  | 13 | 14 | 15 | 16 | 17 | 18 |  |
| 19  | 20 | 21 | 22 | 23 | 24 | 25 |  |
| 26  | 27 | 28 | 29 | 30 | 31 | 1  |  |

Week 18  
Week 19  
Week 20  
Week 21  
Week 22

| JUNI |    |    |    |    |    |    |  |
|------|----|----|----|----|----|----|--|
| ma   | di | wo | do | vr | za | zo |  |
| 29   | 30 | 1  | 2  | 3  | 4  | 5  |  |
| 6    | 7  | 8  | 9  | 10 | 11 | 12 |  |
| 13   | 14 | 15 | 16 | 17 | 18 | 19 |  |
| 20   | 21 | 22 | 23 | 24 | 25 | 26 |  |
| 27   | 28 | 29 | 30 | 1  | 2  | 3  |  |

Week 22  
Week 23  
Week 24  
Week 25  
Week 26  
Week 27

| JULI |    |    |    |    |    |    |  |
|------|----|----|----|----|----|----|--|
| ma   | di | wo | do | vr | za | zo |  |
| 30   | 1  | 2  | 3  | 4  | 5  | 6  |  |
| 7    | 8  | 9  | 10 | 11 | 12 | 13 |  |
| 14   | 15 | 16 | 17 | 18 | 19 | 20 |  |
| 21   | 22 | 23 | 24 | 25 | 26 | 27 |  |
| 28   | 29 | 30 | 31 | 1  | 2  | 3  |  |

Week 27  
Week 28  
Week 29  
Week 30  
Week 31

| AUGUSTUS |    |    |    |    |    |    |  |
|----------|----|----|----|----|----|----|--|
| ma       | di | wo | do | vr | za | zo |  |
| 29       | 30 | 31 | 1  | 2  | 3  | 4  |  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |  |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |  |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |  |
| 26       | 27 | 28 | 29 | 30 | 31 | 1  |  |

Week 31  
Week 32  
Week 33  
Week 34  
Week 35

| SEPTEMBER |    |    |    |    |    |    |  |
|-----------|----|----|----|----|----|----|--|
| ma        | di | wo | do | vr | za | zo |  |
| 1         | 2  | 3  | 4  | 5  | 6  | 7  |  |
| 8         | 9  | 10 | 11 | 12 | 13 | 14 |  |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 |  |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 |  |
| 29        | 30 | 1  | 2  | 3  | 4  | 5  |  |

Week 36  
Week 37  
Week 38  
Week 39  
Week 40

| OKTOBER |    |    |    |    |    |    |  |
|---------|----|----|----|----|----|----|--|
| ma      | di | wo | do | vr | za | zo |  |
| 29      | 30 | 1  | 2  | 3  | 4  | 5  |  |
| 6       | 7  | 8  | 9  | 10 | 11 | 12 |  |
| 13      | 14 | 15 | 16 | 17 | 18 | 19 |  |
| 20      | 21 | 22 | 23 | 24 | 25 | 26 |  |
| 27      | 28 | 29 | 30 | 31 | 1  | 2  |  |

Week 40  
Week 41  
Week 42  
Week 43  
Week 44

| NOVEMBER |    |    |    |    |    |    |  |
|----------|----|----|----|----|----|----|--|
| ma       | di | wo | do | vr | za | zo |  |
| 27       | 28 | 29 | 30 | 1  | 2  | 3  |  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |  |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |  |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |  |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 |  |

Week 44  
Week 45  
Week 46  
Week 47  
Week 48

| DECEMBER |    |    |    |    |    |    |  |
|----------|----|----|----|----|----|----|--|
| ma       | di | wo | do | vr | za | zo |  |
| 1        | 2  | 3  | 4  | 5  | 6  | 7  |  |
| 8        | 9  | 10 | 11 | 12 | 13 | 14 |  |
| 15       | 16 | 17 | 18 | 19 | 20 | 21 |  |
| 22       | 23 | 24 | 25 | 26 | 27 | 28 |  |
| 29       | 30 | 31 | 1  | 2  | 3  | 4  |  |

Week 49  
Week 50  
Week 51  
Week 52  
Week 1

| Feestdagen 2025                    |                                       |
|------------------------------------|---------------------------------------|
| Nieuwjaarsdag: Woensdag, 1 januari | Bevrijdingsdag: Maandag, 5 mei        |
| Goede Vrijdag: Vrijdag, 18 april   | Hemelvaartsdag: Donderdag, 29 mei     |
| Pasen: Zondag, 20 april            | Pinkstermaandag: Maandag, 9 juni      |
| Paasmaandag: Maandag, 21 april     | Kerstmis: Donderdag, 25 december      |
| Koningsdag: Zaterdag, 26 april     | Tweede Kerstdag: Vrijdag, 26 december |

| Legenda |                                                                   |
|---------|-------------------------------------------------------------------|
|         | Deadline voor werknemers om uren in te vullen (ma vóór 12:00 uur) |
|         | Deadline voor managers om uren goed te keuren (ma vóór 17:00 uur) |
|         | Verwerking facturen Staffing MS                                   |
|         | Feestdagen 2025                                                   |

#### Facturatie cyclus

Gemeente Coevorden volgt een 4-4-5-facturatieschema. Dit betekent dat een jaar wordt verdeeld in periodes van 4, 4 en 5 weken, het komt voor dat er in 1 maand in het begin en einde wordt gefactureerd (zie maanden april, juli en oktober). Elke periode wordt afzonderlijk gefactureerd en komt op een aparte factuur te staan. Op officiële feestdagen en in het weekend is er geen betalingsverkeer mogelijk. Dit zijn Nieuwjaarsdag, Goede Vrijdag, Eerste Paasdag, Tweede Paasdag, Dag van de Arbeid, Eerste Pinksterdag, Eerste Kerstdag, Tweede Kerstdag en Oudejaarsdag.

| Periode    | Startdatum facturatie | Einddatum facturatie | Factuurdatum |
|------------|-----------------------|----------------------|--------------|
| Periode -1 | 1-12-2024             | 29-12-2024           | 8-1-2025     |
| Periode 1  | 30-12-2024            | 26-1-2025            | 5-2-2025     |
| Periode 2  | 27-1-2025             | 23-2-2025            | 26-2-2025    |
| Periode 3  | 24-2-2025             | 30-3-2025            | 2-4-2025     |
| Periode 4  | 31-3-2025             | 27-4-2025            | 30-4-2025    |
| Periode 5  | 28-4-2025             | 25-5-2025            | 28-5-2025    |
| Periode 6  | 26-5-2025             | 29-6-2025            | 2-7-2025     |
| Periode 7  | 30-6-2025             | 27-7-2025            | 30-7-2025    |
| Periode 8  | 28-7-2025             | 24-8-2025            | 27-8-2025    |
| Periode 9  | 25-8-2025             | 28-9-2025            | 1-10-2025    |
| Periode 10 | 29-9-2025             | 26-10-2025           | 29-10-2025   |
| Periode 11 | 27-10-2025            | 23-11-2025           | 26-11-2025   |
| Periode 12 | 24-11-2025            | 28-12-2025           | 31-12-2025   |