



Dr. Edgar B. Camacho, Superintendent of

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SABINAL INDEPENDENT SCHOOL DISTRICT

Making Excellence an Everyday Event

To: Sabinal ISD
From: Dr. Edgar B. Camacho
Date: February 24, 2026
Subject: 2026-2027 Contract/Work Agreement Duty Cycles

The following annual duty cycles are for all Sabinal ISD, either contractual or at-will employees. This information provides start date and end dates as well as when new payroll begins (annual raise & benefits) each school year.

10-month employee's duty cycle: September – August

- 176 days Cafeteria staff
- 187 days Teachers and campus-based para-professional staff
- 197 days – Librarian, Elementary Counselors & Assistant School Nurse (5days before teachers & 5 days after teachers)

11-month employee's duty cycle: August – July

- 202 days – None
- 207 days – Head School Nurse (10 days before teachers & 10 days after teachers)
- 217 days – Assistant Principal, Elementary Secretary & Secondary Counselor (15 days before teachers & 15 days after teachers)

12-month employee's duty cycle: July – June

- 226 days – Superintendent, Both Principals, Curriculum Director, Business Manager, AD, CO Staff; Tech. Director & Computer Technician; Cafeteria Manager; Secondary Secretary & HS Registrar (should coordinate their days off with principal).
- 240 days – All maintenance & custodial staff (Business Manager will develop work calendar for 240-day employees)

Note:

All 10-month employees will follow the academic calendar.

All 11-month employees will complete the academic calendar, and their extended days should be coordinated with the employee's supervisor.

All 12-month, 226-day employees must coordinate their "non-duty" (aka vacation) days with their supervisor prior to claiming leave; generally, July is the best month. Any accrued "comp days" must be taken prior to the last month of their duty cycle and no later than 2-weeks prior to their last day for the "year".



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All 240- days employees will work according to an established Sabinal ISD work/leave calendar and shall not exceed five (5) days of leave during the months of June-August.