



Office of the Superintendent

P.O. Box 338

409 West Cullins Ave

Sabinal, Texas 78881

PHONE: (830) 988-2472

FAX: (830) 988-7151

SABINAL INDEPENDENT SCHOOL DISTRICT

Making Excellence an Everyday Event

To: Sabinal ISD
From: Richard W. Grill
Date: June 7, 2023 REVISED
Subject: 2023-2024 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 (5 days 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. For 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." All 240 employees will work according to an established Sabinal ISD work/leave calendar and shall not to exceed five (5) days of leave during the months of June-August.