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## SABINAL INDEPENDENT SCHOOL DISTRICT

*Making Excellence an Everyday Event*

To: Sabinal ISD Administration

From: Richard W. Grill

Date: August 1, 2019

Subject: Contract/Work Agreement Duty Cycles

Annual duty cycles are for all Sabinal ISD contractual and/or at-will employees and follow TRS guidelines. The following information provide 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**

- 170 days Cafeteria staff only
- 187 days Teachers and campus-based para-professional staff
- 197 days- Deleon, Valenzuela & Sams (typically 5 days before & 5 days after teachers)

### **11-month employee's duty cycle: August-July**

- 202 days- None
- 207 days- C. Reyes, A. Beza & Joslin (10 days before & 10 days after teachers)
- 217 days- Brady, A. Torres & Hayhurst (15 days before & 15 days after teachers)

### **12-month employee's duty cycle: July-June**

- 222 days- M. Torres (coordinate with supervisor)
- 226 days- Grill, Neuman, Goebel, Karre, R. Rodriguez; T. Sandoval (coordinate with supervisor)
- 240 days- All maintenance & custodial staff (dates set by district 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. Any accrued "comp days" must be taken prior to the last month of their duty cycle. 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.