



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 Employees

From: Richard W. Grill

Date: July 31, 2018

Subject: Contract/Work Agreement Duty Cycles

Duty (annual work) cycles for all Sabinal ISD contractual and/or work agreement (Para-professional) employees follow TRS guidelines. The following information for duty cycles, vacation and payroll (pay raise & benefit) should be observed for all the following category of employees:

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

- 182 days (this is an approximation of days worked for cafeteria staff)
- 187 days
- 197 days- Deleon, Dvorak & Sams (typically 5 days after & 5 days before teachers)

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

- 202 days
- 207 days- C. Reyes (typically 10 days after & 10 days before teachers)
- 217 days- Peabody, A. Torres & Ag teacher (coordinate with supervisor)

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

- 222 days- M. Torres (coordinate with supervisor)
- 226 days- Grill, Neuman, J. Keller, Karre, R. Rodriguez, S. Keller (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. Note the academic calendar is only 186 days instead of 187, so attending/participating in the Saturday, September 29 Homecoming parade will be required for 10-month staff. 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. Additionally, all 226 day employees should take all existing "comp time" and/or non-duty days by July 27; generally July is the best month to take leave. 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.