Escambia County School District Schedule of Leave Allocations-Administrative Professional and Education Support Staff Year 2024/2025

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Number of	Leave Days Allocated Each Month														
Months	LEAVE ACCRUAL		31-Aug	31-Aug	30-Sep	31-Oct	30-Nov	31-Dec	31-Jan	28-Feb	31-Mar	30-Apr	31-May	30-Jun	Total
10	10 days Sick Leave		4	1	1	1	1	1	1	0	0	0	0	0	10
		Leave Days Allocated Each Month													
	LEAVE ACCRUAL	31-Jul	31-Jul	31-Aug	30-Sep	31-Oct	30-Nov	31-Dec	31-Jan	28-Feb	31-Mar	30-Apr	31-May	30-Jun	Total
11 Month Employee 11	11 days Sick Leave	4	1	1	1	1	1	1	1	0	0	0	0	0	11
		Leave Days Allocated Each Month													
	LEAVE ACCRUAL	31-Jul	31-Jul	31-Aug	30-Sep	31-Oct	30-Nov	31-Dec	31-Jan	28-Feb	31-Mar	30-Apr	31-May	30-Jun	Total
12	12 days Sick Leave	4	1	1	1	1	1	1	1	1	0	0	0	0	12
12	Annual Leave*		1	1	1	1	1	1	1	1	1	1	1	1	*varies
	of Months 10 11	of Months 10 LEAVE ACCRUAL 10 days Sick Leave LEAVE ACCRUAL 11 days Sick Leave LEAVE ACCRUAL 12 days Sick Leave	of Months LEAVE ACCRUAL 10 10 days Sick Leave LEAVE ACCRUAL 31-Jul 11 11 days Sick Leave 4 LEAVE ACCRUAL 31-Jul 12 12 days Sick Leave 4	of Months LEAVE ACCRUAL 31-Aug 10 10 days Sick Leave 4 11 11 days Sick Leave 4 1 LEAVE ACCRUAL 31-Jul 31-Jul 31-Jul 12 12 days Sick Leave 4 1	of Months LEAVE ACCRUAL 31-Aug 31-Aug 31-Aug 10 10 days Sick Leave 4 1 11 LEAVE ACCRUAL 31-Jul 31-Jul 31-Aug 11 days Sick Leave 4 1 1 LEAVE ACCRUAL 31-Jul 31-Jul 31-Aug 12 days Sick Leave 4 1 1	of Months LEAVE ACCRUAL 31-Aug 31-Aug 30-Sep 10 10 days Sick Leave 4 1 1 LEAVE ACCRUAL 31-Jul 31-Jul 31-Aug 30-Sep 11 1 days Sick Leave 4 1 1 1 LEAVE ACCRUAL 31-Jul 31-Jul 31-Aug 30-Sep 12 12 days Sick Leave 4 1 1 1	of Months Leave ACCRUAL 31-Aug 31-Aug 30-Sep 31-Oct 10 10 days Sick Leave 4 1 1 1 LEAVE ACCRUAL 31-Jul 31-Jul 31-Jul 31-Aug 30-Sep 31-Oct 30-Sep 31-Oct 1 11 1 days Sick Leave 4 1 1 1 1 LEAVE ACCRUAL 31-Jul 31-Jul 31-Aug 30-Sep 31-Oct 12 days Sick Leave 4 1 1 1 1	of Months Leave Days 10 10 days Sick Leave 4 1 1 1 1 1 11 1 days Sick Leave 4 1 1 1 1 1 11 1 days Sick Leave 4 1 1 1 1 1 12 12 days Sick Leave 4 1 1 1 1 1 1	Of Months Leave Days Allocated 10 10 days Sick Leave 4 1 <	of Months LEAVE ACCRUAL 31-Aug 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 10 10 days Sick Leave 4 1 <td< td=""><td>Months Leave Days Allocated Each Wonth Months LEAVE ACCRUAL 31-Aug 31-Aug 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 28-Feb 10 10 days Sick Leave 4 1 1 1 1 1 1 0 11 LEAVE ACCRUAL 11 days Sick Leave 31-Jul 31-Jul 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 28-Feb 11 days Sick Leave 4 1 1 1 1 1 1 0 12 LEAVE ACCRUAL 12 days Sick Leave 31-Jul 31-Jul 31-Jul 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 28-Feb 12 days Sick Leave 31-Jul 31-Jul 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 28-Feb 12 days Sick Leave 4 1</td><td>Leave Days Allocated Each Month Months LEAVE ACCRUAL 31-Aug 31-Aug 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 28-Feb 31-Mar 31-Jan 28-Feb 31-Mar 31-Mar 10 10 days Sick Leave 4 1 1 1 1 1 1 0 0 LEAVE ACCRUAL 31-Jul 31-Jul 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 28-Feb 31-Mar 11 11 days Sick Leave 4 1 1 1 1 1 1 0 0 LEAVE ACCRUAL 12 days Sick Leave 4 31-Jul 31-Jul 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 28-Feb 31-Mar 28-Feb 31-Mar 12 12 days Sick Leave 4 1 1 1 1 1 1 1 1 0 0</td><td> Months LEAVE ACCRUAL 31-Aug 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 28-Feb 31-Mar 30-Apr 31-Aug 31-Aug 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 28-Feb 31-Mar 30-Apr 31-Dec 31-Jan 31-Jan 31-Jan 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 28-Feb 31-Mar 30-Apr 31-Dec 31-Jan 31-Jan 31-Jan 31-Jan 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 31-Jan 30-Apr 30-Apr 31-Dec 31-Jan 31</td><td> Months LEAVE ACCRUAL 31-Aug 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 28-Feb 31-Mar 30-Apr 31-May 31-</td><td> Months LEAVE ACCRUAL 31-Aug 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 28-Feb 31-Mar 30-Apr 31-May 30-Jun </td></td<>	Months Leave Days Allocated Each Wonth Months LEAVE ACCRUAL 31-Aug 31-Aug 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 28-Feb 10 10 days Sick Leave 4 1 1 1 1 1 1 0 11 LEAVE ACCRUAL 11 days Sick Leave 31-Jul 31-Jul 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 28-Feb 11 days Sick Leave 4 1 1 1 1 1 1 0 12 LEAVE ACCRUAL 12 days Sick Leave 31-Jul 31-Jul 31-Jul 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 28-Feb 12 days Sick Leave 31-Jul 31-Jul 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 28-Feb 12 days Sick Leave 4 1	Leave Days Allocated Each Month Months LEAVE ACCRUAL 31-Aug 31-Aug 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 28-Feb 31-Mar 31-Jan 28-Feb 31-Mar 31-Mar 10 10 days Sick Leave 4 1 1 1 1 1 1 0 0 LEAVE ACCRUAL 31-Jul 31-Jul 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 28-Feb 31-Mar 11 11 days Sick Leave 4 1 1 1 1 1 1 0 0 LEAVE ACCRUAL 12 days Sick Leave 4 31-Jul 31-Jul 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 28-Feb 31-Mar 28-Feb 31-Mar 12 12 days Sick Leave 4 1 1 1 1 1 1 1 1 0 0	Months LEAVE ACCRUAL 31-Aug 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 28-Feb 31-Mar 30-Apr 31-Aug 31-Aug 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 28-Feb 31-Mar 30-Apr 31-Dec 31-Jan 31-Jan 31-Jan 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 28-Feb 31-Mar 30-Apr 31-Dec 31-Jan 31-Jan 31-Jan 31-Jan 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 31-Jan 30-Apr 30-Apr 31-Dec 31-Jan 31	Months LEAVE ACCRUAL 31-Aug 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 28-Feb 31-Mar 30-Apr 31-May 31-	Months LEAVE ACCRUAL 31-Aug 31-Aug 30-Sep 31-Oct 30-Nov 31-Dec 31-Jan 28-Feb 31-Mar 30-Apr 31-May 30-Jun

SICK LEAVE

An initial load in of 4 days of sick leave are allocated on the last day of the month. This represents the allocations for February, March, April, and May for a 10 month employee or March, April, May, and June for a 11 or 12 month employee.

If an employee quits, changes hours, or takes a new postion before the end of the year the 4 days load in will be adjusted until the employee has earned the correct number of days based on the number of months worked in the school year.

Sick leave is allocated for each completed work month until 1 day for each work month are accrued.

ANNUAL LEAVE

Only 12 month employees accrue Annual leave. The allocation occurs on the last day of the month and is available on the first day of the following month. For example, the July allocation is posted on July 31st and is available to use on August 1st.

The monthly allocation is based on years of service.

*0-5 years service 1 day a month, 6-10 years service 1.25 days a month, >10 years 1.5 days a month