

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

Employee Description	Number of Months	LEAVE ACCRUAL	Leave Days Allocated Each Month													
			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 Month Employee	10	10 days Sick Leave	4	1	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 Month Employee	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

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 position 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*