

OFFICE OF
Superintendent of Education

Escambia County
Brewton, Alabama
Dr. Michele W. Collier, Interim Superintendent

MEMO

TO: Principals, Bookkeepers, Directors, Supervisors

FROM: Veronica Ashley Fore, Payroll Supervisor

DATE: February 23, 2024

RE: Work Schedules for Contract Year: 2024 – 2025

Attached are the work schedules for the 2024 – 2025 contract year (July 1, 2024, through June 30, 2025). Any revisions will be forwarded to you should they occur.

The work schedules are available on the Escambia County Board of Education's website.

Should any employee need to deviate from the posted work schedules, please document in writing (emails are acceptable) beforehand to the Superintendent and Payroll Department the following information:

- 1. Names and positions of employees**
- 2. Requested dates of change**
- 3. Reasons for change**

Your cooperation in this matter is greatly appreciated.

**ESCAMBIA COUNTY BOARD OF EDUCATION
2024 - 2025 YEAR CALENDAR
185 DAY EMPLOYEES - NURSES ONLY**

PAYROLL PERIODS	NURSES (LPN's & RN's)	
JULY 1 - 31	1.0	
AUGUST 1 - 31	22.0	
SEPTEMBER 1 - 30	20.0	(Off - Holiday - 9/2)
OCTOBER 1 - 31	22.0	(Off - Teacher PD Day - 10/14)
NOVEMBER 1 - 30	15.0	(Off - Holidays-11/11; 11/25 - 11/29)
DECEMBER 1 - 31	15.0	(Off - Holidays - 12/23 - 12/31)
JANUARY 1 - 31	18.0	(Off - Holidays - 1/1-1/6; 1/20) - <i>Return to work on 1/7/25</i>
FEBRUARY 1 - 28	19.0	(Off - Holiday - 2/17)
MARCH 1 - 31	16.0	(Off - Holidays- 3/24 - 3/28)
APRIL 1 - 30	21.0	(Off - Holiday - 04/18)
MAY 1 - 31	16.0	
JUNE 1 - 30		
TOTAL DAYS	185.0	
START DATE	7/31/2024	
END DATE	5/22/2025	

**ESCAMBIA COUNTY BOARD OF EDUCATION
2024 - 2025 YEAR CALENDAR
185 DAY EMPLOYEES**

PAYROLL PERIODS	TEACHER AIDES / OFFICE AIDES / CNP PERSONNEL	
JULY 1 - 31		
AUGUST 1 - 31	22.0	
SEPTEMBER 1 - 30	20.0	(Off - Holiday - 9/2)
OCTOBER 1 - 31	22.0	(Off - Teacher PD Day - 10/14)
NOVEMBER 1 - 30	15.0	(Off - Holidays-11/11; 11/25 - 11/29)
DECEMBER 1 - 31	15.0	(Off - Holidays - 12/23 - 12/31)
JANUARY 1 - 31	19.0	(Off - Holidays - 1/1-1/3; 1/20) - <i>Return to work on 1/6/25</i>
FEBRUARY 1 - 28	19.0	(Off - Holiday - 2/17)
MARCH 1 - 31	16.0	(Off - Holidays- 3/24 - 3/28)
APRIL 1 - 30	21.0	(Off - Holiday - 04/18)
MAY 1 - 31	16.0	
JUNE 1 - 30		
TOTAL DAYS	185.0	
START DATE	8/1/2024	
END DATE	5/22/2025	

**ESCAMBIA COUNTY BOARD OF EDUCATION
2024 - 2025 YEAR CALENDAR
185 DAY EMPLOYEES - REGULAR ROUTE BUS DRIVERS ONLY**

PAYROLL PERIODS	REGULAR ROUTE BUS DRIVERS	
JULY 1 - 31		
AUGUST 1 - 31	21.0	(Off - Teacher PD Day - 8/2)
SEPTEMBER 1 - 30	20.0	(Off - Holiday - 9/2)
OCTOBER 1 - 31	22.0	(Off - Teacher PD Day - 10/14)
NOVEMBER 1 - 30	15.0	(Off - Holidays-11/11; 11/25 - 11/29)
DECEMBER 1 - 31	15.0	(Off - Holidays - 12/23 - 12/31)
JANUARY 1 - 31	19.0	(Off - Holidays - 1/1-1/3; 1/20) - Return to work on 1/6/25. <i>*Recertification & PD - 01/06 & 01/07</i>
FEBRUARY 1 - 28	19.0	(Off - Holiday - 2/17)
MARCH 1 - 31	16.0	(Off - Holidays- 3/24 - 3/28)
APRIL 1 - 30	21.0	(Off - Holiday - 04/18)
MAY 1 - 31	17.0	
JUNE 1 - 30		
TOTAL DAYS	185.0	
START DATE	8/1/2024	
END DATE	5/23/2025	

**ESCAMBIA COUNTY BOARD OF EDUCATION
2024 - 2025 YEAR CALENDAR
185 DAY EMPLOYEES - SPECIAL NEEDS BUS DRIVERS & BUS AIDES ONLY**

PAYROLL PERIODS	SPECIAL NEEDS BUS DRIVERS & BUS AIDES	
JULY 1 - 31		
AUGUST 1 - 31	21.0	(Off - Teacher PD Day - 8/2)
SEPTEMBER 1 - 30	20.0	(Off - Holiday - 9/2)
OCTOBER 1 - 31	22.0	(Off - Teacher PD Day - 10/14)
NOVEMBER 1 - 30	15.0	(Off - Holidays-11/11; 11/25 - 11/29)
DECEMBER 1 - 31	15.0	(Off - Holidays - 12/23 - 12/31)
JANUARY 1 - 31	18.0	(Off - Holidays - 1/1-1/6; 1/20) - Return to work on 1/7/25 <i>*PD 01/07</i>
FEBRUARY 1 - 28	19.0	(Off - Holiday - 2/17)
MARCH 1 - 31	16.0	(Off - Holidays- 3/24 - 3/28)
APRIL 1 - 30	21.0	(Off - Holiday - 04/18)
MAY 1 - 31	18.0	<i>*ALL SPECIAL NEEDS BUS DRIVERS & AIDES - *Recertification Day - 05/14</i>
JUNE 1 - 30		
TOTAL DAYS	185.0	
START DATE	8/1/2024	
END DATE	5/23/2025	

**ESCAMBIA COUNTY BOARD OF EDUCATION
2024 - 2025 YEAR CALENDAR
187 DAY EMPLOYEES - CNP MANAGERS ONLY**

PAYROLL PERIODS	CNP MANAGERS	
JULY 1 - 31		
AUGUST 1 - 31	22.0	
SEPTEMBER 1 - 30	20.0	(Off - Holiday - 9/2)
OCTOBER 1 - 31	22.0	(Off - Teacher PD Day - 10/14)
NOVEMBER 1 - 30	15.0	(Off - Holidays-11/11; 11/25 - 11/29)
DECEMBER 1 - 31	15.0	(Off - Holidays - 12/23 - 12/31)
JANUARY 1 - 31	19.0	(Off - Holidays - 1/1-1/3; 1/20) - Return to work on 1/6/25
FEBRUARY 1 - 28	19.0	(Off - Holiday - 2/17)
MARCH 1 - 31	16.0	(Off - Holidays- 3/24 - 3/28)
APRIL 1 - 30	21.0	(Off - Holiday - 04/18)
MAY 1 - 31	17.0	
JUNE 1 - 30	1.0	<i>**One additional Manager Training day to be completed by June 30th</i>
TOTAL DAYS	187.0	
START DATE	8/1/2024	
END DATE	5/23/2025	

**ESCAMBIA COUNTY BOARD OF EDUCATION
2024 - 2025 YEAR CALENDAR
187 DAY EMPLOYEES**

PAYROLL PERIODS	TEACHERS-REG / LIBRARIANS / BAND DIR / COACHES / ELEM & MDL SCH COUNSELORS / PRE-K AIDES	
JULY 1 - 31		
AUGUST 1 - 31	22.0	
SEPTEMBER 1 - 30	20.0	(Off - Holiday - 9/2)
OCTOBER 1 - 31	23.0	
NOVEMBER 1 - 30	15.0	(Off - Holidays-11/11; 11/25 - 11/29)
DECEMBER 1 - 31	15.0	(Off - Holidays - 12/23 - 12/31)
JANUARY 1 - 31	19.0	(Off - Holidays - 1/1-1/3; 1/20) - Return to work on 1/6/25
FEBRUARY 1 - 28	19.0	(Off - Holiday - 2/17)
MARCH 1 - 31	16.0	(Off - Holidays- 3/24 - 3/28)
APRIL 1 - 30	21.0	(Off - Holiday - 04/18)
MAY 1 - 31	17.0	
JUNE 1 - 30		
TOTAL DAYS	187.0	
START DATE	8/1/2024	
END DATE	5/23/2025	

**ESCAMBIA COUNTY BOARD OF EDUCATION
2024 - 2025 YEAR CALENDAR
189 DAY EMPLOYEES - TEAMS TEACHERS ONLY**

PAYROLL PERIODS	TEAMS TEACHERS	
JULY 1 - 31		
AUGUST 1 - 31	22.0	
SEPTEMBER 1 - 30	20.0	(Off - Holiday - 9/2)
OCTOBER 1 - 31	23.0	
NOVEMBER 1 - 30	15.0	(Off - Holidays-11/11; 11/25 - 11/29)
DECEMBER 1 - 31	15.0	(Off - Holidays - 12/23 - 12/31)
JANUARY 1 - 31	19.0	(Off - Holidays - 1/1-1/3; 1/20) - Return to work on 1/6/25
FEBRUARY 1 - 28	19.0	(Off - Holiday - 2/17)
MARCH 1 - 31	16.0	(Off - Holidays- 3/24 - 3/28)
APRIL 1 - 30	21.0	(Off - Holiday - 04/18)
MAY 1 - 31	17.0	
JUNE 1 - 30	2.0	**Two additional Professional Development days must be completed by June 30th
TOTAL DAYS	189.0	
START DATE	8/1/2024	
END DATE	5/23/2025	

**ESCAMBIA COUNTY BOARD OF EDUCATION
2024 - 2025 YEAR CALENDAR
202 DAY EMPLOYEES**

PAYROLL PERIODS	ASSISTANT PRINCIPALS/ CAREER TECH TEACHERS / CAREER TECH COUNSELOR / HIGH SCHOOL COUNSELORS CAREER COACH / JOB SPECIALIST / TECHNOLOGY RESOURCE TEACHER / MENTAL HEALTH SERVICES COORDINATOR / SCHOOL-BASED SOCIAL WORKERS / CUSTODIANS / REGISTRARS	
JULY 1 - 31	6.0	
AUGUST 1 - 31	22.0	
SEPTEMBER 1 - 30	20.0	(Off - Holiday - 9/2)
OCTOBER 1 - 31	23.0	
NOVEMBER 1 - 30	15.0	(Off - Holidays-11/11; 11/25 - 11/29)
DECEMBER 1 - 31	15.0	(Off - Holidays - 12/23 - 12/31)
JANUARY 1 - 31	19.0	(Off - Holidays - 1/1-1/3; 1/20) - Return to work on 1/6/25
FEBRUARY 1 - 28	19.0	(Off - Holiday - 2/17)
MARCH 1 - 31	16.0	(Off - Holidays- 3/24 - 3/28)
APRIL 1 - 30	21.0	(Off - Holiday - 04/18)
MAY 1 - 31	21.0	(Off - Holiday - 5/26)
JUNE 1 - 30	5.0	
TOTAL DAYS	202.0	
START DATE	7/24/2024	
END DATE	6/6/2025	

**ESCAMBIA COUNTY BOARD OF EDUCATION
2024 - 2025 YEAR CALENDAR
222 DAY EMPLOYEES**

PAYROLL PERIODS	SCHOOL BOOKKEEPERS	
JULY 1 - 31	13.0	
AUGUST 1 - 31	22.0	
SEPTEMBER 1 - 30	20.0	(Off - Holiday - 9/2)
OCTOBER 1 - 31	23.0	
NOVEMBER 1 - 30	15.0	(Off - Holidays-11/11; 11/25 - 11/29)
DECEMBER 1 - 31	15.0	(Off - Holidays - 12/23 - 12/31)
JANUARY 1 - 31	19.0	(Off - Holidays - 1/1-1/3; 1/20) - Return to work on 1/6/25
FEBRUARY 1 - 28	20.0	
MARCH 1 - 31	16.0	(Off - Holidays- 3/24 - 3/28)
APRIL 1 - 30	21.0	
MAY 1 - 31	21.0	(Off - Holiday - 5/26)
JUNE 1 - 30	17.0	(Off - Holiday - 6/19)
TOTAL DAYS	222.0	
START DATE	7/15/2024	
END DATE	6/25/2025	

**ESCAMBIA COUNTY BOARD OF EDUCATION
2024 - 2025 YEAR CALENDAR
240 DAY EMPLOYEES**

PAYROLL PERIODS	SUPERINTENDENT / ASSISTANT SUPERINTENDENT / CSFO / DEPUTY OF OPERATIONS / CAREER TECH DIRECTOR & PRINCIPAL / COUNTY-WIDE SUPERVISORS / PRINCIPALS / PSYCHOMETRIST / CENTRAL OFFICE STAFF / TECHNOLOGY DEPT STAFF / CNP DIRECTOR & CNP BOOKKEEPER / MAINTENANCE DEPT STAFF / BUS SHOP PERSONNEL	
JULY 1 - 31	22.0	(Off - Holiday - 7/4)
AUGUST 1 - 31	22.0	
SEPTEMBER 1 - 30	20.0	(Off - Holiday - 9/2)
OCTOBER 1 - 31	23.0	
NOVEMBER 1 - 30	17.0	(Off - Holidays-11/11; 11/27 - 11/29)
DECEMBER 1 - 31	16.0	(Off - Holidays - 12/24 - 12/31)
JANUARY 1 - 31	21.0	(Off - Holidays - 1/1; 1/20) - <i>Return to work on 1/2/25</i>
FEBRUARY 1 - 28	20.0	
MARCH 1 - 31	16.0	(Off - Holidays- 3/24 - 3/28)
APRIL 1 - 30	22.0	
MAY 1 - 31	21.0	(Off - Holiday - 5/26)
JUNE 1 - 30	20.0	(Off - Holiday - 6/19)
TOTAL DAYS	240.0	
START DATE	7/1/2024	
END DATE	6/30/2025	

**ESCAMBIA COUNTY BOARD OF EDUCATION
2024 - 2025 YEAR CALENDAR
240 DAY EMPLOYEES (TPSC DIR)**

PAYROLL PERIODS	TURTLE POINT SCIENCE CENTER TEACHER/DIRECTOR	
JULY 1 - 31	11.0	<i>**Scheduled to work 11 days in July; Remaining 11 days to be worked on weekends and holidays as scheduling requires. (Holiday - 7/4)</i>
AUGUST 1 - 31	22.0	
SEPTEMBER 1 - 30	20.0	(Holiday - 9/4)
OCTOBER 1 - 31	23.0	
NOVEMBER 1 - 30	17.0	(Holidays-11/10; 11/22 - 11/24)
DECEMBER 1 - 31	16.0	(Holidays - 12/25 - 12/29)
JANUARY 1 - 31	21.0	(Holidays - 1/1; 1/15) - <i>Return to work on 1/2/25</i>
FEBRUARY 1 - 28	20.0	
MARCH 1 - 31	16.0	(Holidays- 3/25 - 3/29)
APRIL 1 - 30	22.0	
MAY 1 - 31	21.0	(Holiday - 5/27)
JUNE 1 - 30	20.0	
	11.0	<i>**Additional 11 days to be worked during contract year: Saturdays & Holidays</i>
TOTAL DAYS	240.0	
START DATE	7/1/2024	
END DATE	6/30/2025	

**ESCAMBIA COUNTY BOARD OF EDUCATION
2024 - 2025 YEAR CALENDAR
STUDENTS**

PAYROLL PERIODS	STUDENTS	
JULY 1 - 31	0.0	
AUGUST 1 - 31	19.0	<i>*Students first day 08/06</i>
SEPTEMBER 1 - 30	20.0	(Off - Holiday - 9/2)
OCTOBER 1 - 31	22.0	(Off - Teacher PD Day - 10/14)
NOVEMBER 1 - 30	15.0	(Off - Holidays-11/11; 11/25 - 11/29)
DECEMBER 1 - 31	15.0	(Off - Holidays - 12/23 - 12/31) <i>*Early Dismissal - 12/20</i>
JANUARY 1 - 31	17.0	(Off - Holidays - 1/1-1/7; 1/20) - <i>*Return 1/8/25</i>
FEBRUARY 1 - 28	19.0	(Off - Holiday - 2/17)
MARCH 1 - 31	16.0	(Off - Holidays- 3/24 - 3/28)
APRIL 1 - 30	21.0	(Off - Holiday - 4/18)
MAY 1 - 31	16.0	<i>*Early Dismissal - 5/22</i>
JUNE 1 - 30	0.0	
TOTAL DAYS	180.0	
START DATE	8/9/2024	
END DATE	5/22/2025	