

**OFFICE OF  
SUPERINTENDENT OF EDUCATION  
Escambia County  
Brewton, Alabama  
Michele McClung, Superintendent**

# MEMO

**TO: Principals, School Secretaries, Directors, Supervisors**  
**FROM: Julie L. Madden, CSFO/Director of Financial Operations**  
**DATE: April 21, 2022**  
**Re: Work Schedules for Contract Year 2022-2023**

Please find attached the work schedules for contract year 2022-2023 (July 1, 2022 through June 30, 2023). Any revisions will be forwarded to you as they occur.

The work calendar is available on the website under Departments-“Public Financial Information” and Departments-“Payroll-Payroll Forms”.

**Should you need to deviate from the posted work schedules, please document in writing (emails are acceptable) to the Superintendent and Payroll Department the following: (1) names and positions of employees, (2) requested dates, and (3) reasons for changes. Please copy Michelle Lucas on these emails.**

Your cooperation in this matter is greatly appreciated.