

**Escambia County School District
Schedule of Leave Allocations
Year 2025/26**

Description	Number of Work Months	LEAVE ACCRUAL	Leave Days Allocated Each Month											
			JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Admin Clerk-10 month	10	10 days Sick Leave	0	5	1	1	1	1	1	0	0	0	0	0
Admin Sch Sec I Guidance														
Admin Sch Sec-10 month														
Admin Sec II-School														
Asst Food Service Mgr														
Behavior Technician														
Early Childhood Assistant														
Educational Interpreter														
Food Service Asst I & II														
Food Service Manager														
Job Facilitator														
Library Media Clerk														
Maint Worker I-Trans														
School Bus Assistant														
School Bus Operator														
Teacher Assistant														
Teacher Assistant Special														

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			JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Admin Sec. I	11	11 days Sick Leave	5	1	1	1	1	1	1	0	0	0	0	0
Admin Sch Sec II & III														
Admin Clerk 11 month														
Sch Data Specialist I & II														
Sch Finance Specialist														

Description	Number of Work Months	LEAVE ACCRUAL	Leave Days Allocated Each Month											
			JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ESP 12 Month	12	12 days Sick Leave	5	1	1	1	1	1	1	1	0	0	0	0
		Annual Leave*	1	1	1	1	1	1	1	1	1	1	1	1

Notes:

1) Initial Sick Leave load in: In accordance with Florida Statute 1012.61, ESP employees will receive their load in at the end of their first month of employment per contract year.

2) Recurring Sick Leave accrual: In accordance with Florida Statute 1012.61, employees will receive one (1) day of sick leave for each month of employment, which shall be credited to the employee at the end of the month and which may not be used before it is earned and credited to the employee. The maximum total amount of Sick Leave accruals cannot exceed the number of work months.

3) Annual Leave accrual: Only twelve (12) month employees accrue annual leave. The monthly allocation is based on uninterrupted years of service: 0-5 years = 1 day a month; 6-10 years = 1.25 days a month; >10 years = 1.5 days a month.

4) Employees who terminate employment prior to the 16th of each month will not receive a leave accrual at the end of the month.

5) Employees who are hired after the 15th of the month will not receive a leave accrual at the end of the month.