

**OFFICE OF
SUPERINTENDENT OF EDUCATION
Escambia County
Brewton, Alabama
John J. Knott, Superintendent**

MEMO

TO: Principals, School Secretaries, Directors, Supervisors

FROM: Julie L. Madden, CSFO/Director of Financial Operations

DATE: April 5, 2019

Re: Work Schedules for Contract Year 2019-2020

Please find attached the work schedules for contract year 2019-2020 (July 1, 2019 through June 30, 2020). 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.

Your cooperation in this matter is greatly appreciated.