



EAGLE PASS INDEPENDENT SCHOOL DISTRICT

TO: Deputy Superintendents, Executive Directors, Directors, and Principals
FROM: Samuel Mijares, Superintendent *SM*
DATE: April 8, 2025
SUBJECT: **2025 Energy Savings Summer Work Schedule**
Monday, May 26, 2025 - Friday, August 1, 2025

Please be informed that due to the *Energy Saving Measures*, the *2025 Summer Work Schedule* will begin Monday, May 26, 2025 and ends Friday, August 1, 2025 as follows:

District-Wide: Office Staff

**Athletics, Campuses, Day Care, De Luna Center,
District Service Center, Health Services, Multiplex, Police Dept., and Food Service**
24 Hours per Week (Friday Off)
Monday to Thursday - 8:00 am to 3:00 pm with one (1) hour for lunch

District-Wide: Summer School Staff

Employees working the summer school program are excluded from this schedule.

District-Wide: Other Staff

**Custodians, Food Service Warehouse, Police Dept., Printshop
Maintenance, Text Books, Warehouse and Tax Office**
32 Hours per Week (Employees Alternate Friday/Monday off)
Monday to Friday - 8:00 am to 5:00 pm with one (1) hour for lunch

Please be reminded: Employees may be allowed to work a flex schedule as approved by the Supervisor.

Overtime calculation for non-exempt (hourly) employees: hours worked in **excess** of the scheduled *Work Schedule* will be paid at the rate of one and a half times their regular rate of pay for all hours worked up to 40 hours per week. Overtime for actual time worked over 40 hours in a week shall be calculated and paid according to law. **Please be reminded that non-exempt (hourly) employees are required to clock-in/out, this includes their lunch period.**

Superintendent may approve exceptions/revisions to the above work schedules.

Employees working 24 hours per week

Leave for exempt (salaried) employees will be recorded as follows:

Consecutive Days Absent	1/2	1	1 1/2	2	2 1/2	3	3 1/2	4
Time Docked	1/2	1	1	1 1/2	2	2 1/2	2 1/2	3

Leave for non-exempt (hourly) employees shall be recorded as follows:

Leave shall be recorded in 15-minute increments based on amount of leave used.

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Leave shall be recorded in 15-minute increments based on amount of leave used.

xc: Payroll Department