

**2020-2021 Flex Day Documentation  
220 Calendar Campus Paraprofessional Support Staff**

Employee \_\_\_\_\_ Campus \_\_\_\_\_ Date \_\_\_\_\_

Employee ID# \_\_\_\_\_

There are three designated flex days on the 226-paraprofessional calendar. You have the option of working three additional days outside of your normal duty calendar, take personal leave, sick leave (if you have an appointment to see a healthcare provider) or substitute compensatory leave. **(you must clock in and out utilizing the Timeclock Plus timekeeping system anytime you work)**. Compensatory time and/or additional days worked prior to the first day of contract must be earned no later than the day before the designated flex day.

Please complete this form if you plan to work days outside of your normal contracted days and return the form to your principal. If you elect not to work additional day(s), your leave bank may be charged for 8 hours of personal leave.

*I plan to or have fulfilled the requirements as outlined on page 2 of this document to earn a flex day(s) for the dates listed below. The dates listed below are outside of the normal calendar days for my position with Northwest Independent School District. If the agreed upon date(s) listed below are not worked, pay may be deducted from my paycheck should I leave the district or I do not have available leave to be paid for October 12, 2020, November 23, 2020, November 24, 2020, and/or April 2, 2021.*

Contracted day(s) to be taken off:	Day(s) worked outside of normal contracted days
October 12, 2020	
November 23, 2020	
November 24, 2020	
April 2, 2021	

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

***Principals: Please forward a copy of this form to the Benefits and Risk Management Department by the monthly payroll due dates for absence and payroll accounting. For additional days worked between 7/1-7/27, the due date is 7/30 and additional days worked between 07/28-08/24 is due by 8/28***

(See reverse side for guidelines)

## . Flex Day Guidelines for Campus Paraprofessionals

The number of flex days for the 2020-2021 vary due to the position and number of duty days. **The total number of flex days you will be entitled to for the 2020-2021 school year will be three.**

Staff that would be responsible for completing the Flex Day form include the following paraprofessional groups:

- ◆ High School Registrar (220)
- ◆ Office Manager (220)

Examples of opportunities to work outside of normal calendar duty days include:

- ◆ Enrollment Assistance
- ◆ CPI for special education paraprofessionals
- ◆ CPR and first aid training for staff members who provide back-up to the nurse's office

**Employees must clock in and out each day.**

Examples to earn compensatory time after July 1, 2020 (prior principal approval) by working:

- ◆ Meet the Teacher night
- ◆ Secondary Student Schedule pick-up (evening)
- ◆ Curriculum Night
- ◆ Night of No Limits
- ◆ Open House
- ◆ Techno Expo

**Note: Employees must clock in and out each day.**

***You must clock in and out utilizing the Timeclock Plus system anytime, you work.***