

**2020-2021 Flex Day Documentation
Central Office Professionals**

Employee _____ **Campus** _____ **Date** _____

Employee ID# _____

There is one workday on the 235-employee calendar designated as a “flex day”. A flex day allows our employees to “flex” out of work by applying a day worked or participated in staff training outside their normal duty calendar. Employees can also choose to work these dates, use personal leave/vacation, or use a sick day if they have a medical appointment. Flex days earned by working outside of normal contracted days must be recorded as **School Related in AESOP**. The additional day worked outside of normal contracted days must be completed prior to the designated flex day.

A flex day is a day worked outside of your normal contracted days. The additional day worked outside of the normal contracted day must occur prior to the applicable flex day. You may begin accruing the flex day beginning July 1, 2020 through April 9, 2021.

Please complete this form if you plan to work days outside of your normal contracted days and return the form to your supervisor. Your supervisor will forward a copy of the form to the benefits and risk management office.

I plan to or have fulfilled the requirements as outlined on page 2 of this document to earn a flex day(s) for the date listed below. The date below is a day 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 the following flex days.

Contracted day to be taken off:	Day(s) worked outside of normal contracted days
OCTOBER 12, 2020	
NOVEMBER 23, 2020	
NOVEMBER 24, 2020	
NOVEMBER 25, 2020	
APRIL 2, 2021	

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

(See reverse side for guidelines)

. Flex Day Guidelines for Central Office Professionals

- ◆ Professional employees are required to attend meetings and trainings related to their job duties and responsibilities. Flex days will not be approved for **additional hours** worked during a contracted day.
- ◆ With supervisor approval, credit may be given for the following:
 - ◆ Conferences off contract time (Saturday-Sunday)
 - ◆ Travel to conferences on non-contracted days in and out of the district
 - ◆ Friday summer training sessions in and out of district during summer hours (June 1 – July 31)
 - ◆ 6 hours of site-based training off contract time (constitutes one day)
 - ◆ Up to 3 hours of on-line staff development (these should be limited to special circumstances where the employee can't receive job-specific training). Must be approved in advance by supervisor.
 - ◆ The six (6) hours of professional work that are used to meet the requirements of the Flex Days must occur during blocks of time that have been specifically designated for this purpose. These blocks of time cannot be less than 90 minutes in length. (e.g. – An employee may designate four 90-minute blocks of time that occur after work hours for professional work, such as Board of Trustee Awards, PTA events, Graduation, Techno Expo, Night of No Limits, or other District events).
- ◆ Credit will not be given for work on any contracted day including:
 - ◆ Working late or coming in early
 - ◆ Meetings
 - ◆ Working through lunch
 - ◆ Online training that occurs during the work day (including professional development periods)
 - ◆ Training that occurs during a “regular” staff meeting
 - ◆ University course work dedicated to a degree program
 - ◆ Independent book studies