APPENDIX I – Flexible Leave Accrual Request (2021-22)

Print Name: _____ Date: _____

Flexible Leave may be earned for professional responsibilities performed outside of the compensated workday*. A maximum sixteen (24) hours in the 2021-22 year may be earned. Employees may carry over a maximum of eight (8) hours from the previous year but may not have more than twenty-four (24) hours banked at any given time. Flexible Leave may not be cashed out.

To accrue Flex Leave, the employee must complete the form on Appendix I have it signed by the building administrator and submitted to the District Office.

To use Flex Leave you must have a confirmed substitute. Flex Leave may be used in half day (4 hours) or whole day (8 hours) increments and may be used prior to or instead of personal leave.

A request for five (5) consecutive days or more (Personal plus Flex Leave) must be made at least fifteen (15) days in advance of said leave to the Superintendent.

Flexible Leave may be accrued/earned only for approved activities listed below occurring outside of 7:30am - 3:30pm:

Approved Activity (must be recorded in quarter hour increments (i.e. 0.25, 0.50, 0.75, 1.0, etc.))	**# Hours Performed**
IEP Meetings/504	
Lunch (working through/indoor recess)	
Parent Conferences (individual kid)	
Before & After Meetings	
Elementary Concert Supervision	
Indoor Recess Coverage	
Annual Safe Schools Training (maximum 4 hours)	
Content Leadership Team Meetings	
Building/Discipline Leadership Teams	
Room Prep (maximum 4 hours)	
Loss of Prep Period* (i.e. assembly, PLC)	
Collaboration/Student help	
Principal preapproved hours – must detail below:	
Total Hours	

*Loss of Prep Period (not Prep Period subbing) is the only acceptable activity that occurs within the compensated workday.

Flexible Leave **<u>may not</u>** be earned for the following activities:

- Lesson Planning
- Grading
- Open House/Orientation(s)
- Parent Conference Days
- Mentor Hours
- Supplemental Contracts
- Extended Days
- Class Advisor/ASB Activities
- Evaluation (Year End)
- Principal Directed Time
- Observations - pre/post
- Prep Period Subbing

I certify that I completed the indicated duties outside of my regular contracted workday and hereby request allocation of Flex Leave.

Employee's Signature:_____ Date:_____

Supervisor's Signature:_____ Date:_____

Received by District Office:_____ Date:_____