APPENDIX I – Flexible Leave Accrual Request (2019-20 and 2020-21)

Print Name: _____ School Year: _____

Flexible Leave may be earned for professional responsibilities performed outside of the compensated workday*. A maximum sixteen (16) hours per year may be earned. Employees may carry over a maximum of eight (8) hours per year and may have no more than twenty-four (24) hours banked at any given time. Flexible Leave may not be cashed out.

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.))**	**# of 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* (e.g. assembly, PLC)	
Collaboration/Student help with Principal Preapproval	
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:_____