



FLEXIBLE LEAVE ACCRUAL REQUEST

APPENDIX I

Name: _____ Date: _____

Flexible Leave may be earned for professional responsibilities performed outside of the compensated workday and for which an employee is not otherwise compensated. The employee workday shall begin at 7:30 and end at 3 (the employee may be asked to stay till 3:30 for necessary responsibilities.) A maximum of twenty-four (24) hours 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 submit it 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.

Approved Activity (must be recorded in quarter hour increments (i.e. 0.25, 0.50, 0.75, 1.0, etc.))	# Hours Performed
IEP and 504 Meetings	
Preparing for and implementing district-approved new curriculum	
Lunch (working through – asked by admin)	
Parent Conferences (which extended beyond contract hours)	
Before & After School Meetings (which extend beyond contract hours)	
Elementary Concert Supervision	
Title I/Family Engagement Night	
Indoor Recess Coverage	
First Aid Training	
Annual SafeSchools/Vector 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) *This is the only acceptable activity that occurs within the compensated workday.	
Principal Pre-Approved hours – Student Activity Supervision (Dances, Movie Nights, Athletic Contest Assistance)	
Principal preapproved hours – must detail below:	
Total Hours	

Flexible Leave **may not** be earned for the following activities:

- Lesson Planning
- Grading
- Prep Period Subbing
- Parent Conference Days (during contract hours)
- Mentor Hours
- Supplemental Contracts
- Extended Days
- Class Advisor/ASB Activities (if receiving a supplemental contract for these activities)
- Evaluation (Year End)
- Principal Directed Time
- Observations - pre/post

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: _____ Allocated: _____