

**ADMINISTRATOR/PROFESSIONAL TECHNICAL  
REQUEST TO  
FLEX WORK  
SCHEDULE**

Name \_\_\_\_\_ Present Date \_\_\_\_\_

Assignment \_\_\_\_\_ Building \_\_\_\_\_

Dates(s) Requested for Days off \_\_\_\_\_

**Reason:**

Dates(s) Requested to Work \_\_\_\_\_

Tasks to be accomplished:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Immediate Supervisor (if applicable)

\_\_\_\_\_  
Superintendent

If approved, the person making the request is responsible for entering, in SubFinder, the day to be taken off and the day to be worked, using reason codes M40 Admin Flex-Time Off Work and M41 Admin Flex-Time Worked. **Please enter on or before the date(s) in question.**

## **Administrative Procedure for Time Off During Regular Working Days**

The following procedure is to be followed when an administrator intends to take time off during his/her regular working days:

212-day administrators may use up to three (3) days per year to “flex” their schedule as approved by their supervisor and the Superintendent.

222-day administrators may use up to four (4) days per year to “flex” their schedule as approved by their supervisor and the Superintendent.

The administrator is expected to complete the “Request to Flex Work Schedule” form which is available in the Personnel section of the Administrative Handbook. The completed form should be submitted to the administrator’s supervisor. Additionally the administrator or designee should enter the schedule change in SubFinder. Enter the day to be taken off and the day to be worked, using reason codes M40 Admin Flex time off work & M41 Admin Flex time worked.

No “flexing” of work schedules will be allowed during some dates (as in the following):

- The first two weeks administrators report back to work
- The first week of school (principals and assistant principals only)
- Parent Teacher Conferences (principals and assistant principals only)
- The last General Administrative Meeting of the year (mid June)
- Other extenuating circumstances in a particular building/division

Saturday and Sunday are not to be used as make up days when flexing schedules.

**The Superintendent may grant exceptions to any of the above rules.**