

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

Name _____

Assignment _____ Building _____

Flex Dates(s) Requested: _____

Reason: _____

Dates(s) Requested to Makeup Work: _____

Tasks to be accomplished: _____

Staff Signature

Date of Request

Immediate Supervisor (if applicable)

Superintendent (or Designee)

If approved, the person making the request is responsible for entering, in the District substitute teacher management system, the day to be taken off and the day to be 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 four (4) days per year to “flex” their schedule as approved by their supervisor and the Superintendent.

222-day administrators may use up to five (5) days per year to “flex” their schedule as approved by their supervisor and the Superintendent.

261-day high school activities directors may use up to five (5) days per year to “flex” their schedule as approved by their supervisor and the Superintendent for work completed on the weekend when the athletic director’s building is hosting an event or athletic director is providing site supervision.

The administrator is expected to complete the “Request to Flex Work Schedule” form which is available on the Human Resources Department website. The completed form should be submitted to the administrator’s supervisor. Additionally, the administrator or designee should enter the schedule change in the District substitute teacher management system.

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 (May/June); and
- Other extenuating circumstances in a particular building/division/

Saturday and Sunday are not to be used as make up days when flexing schedules except for 261-day high school activities directors may utilize Saturdays of District events.

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