

Flex Days Policy

Eligibility:

10-month staff are required to earn 30 hours of Professional Development annually. Hours may be earned starting from the final flex day of the previous year.

Earning Flex Time:

Flex time can only be earned through the following activities:

- School-provided Professional Development (PD) in the summer, when not receiving pay as part of job responsibilities.
- Supervisor and Superintendent approved outside professional development, when not receiving pay as part of job responsibilities.

Usage:

- All 30 hours must be earned prior to using flex days.
- Flex time can only be used on predetermined days as indicated on the Academic Calendar.

Tracking:

Flex time will be tracked by administrative assistants.
