



# FLEX DAY REQUEST FORM

Two flex days per school year are available to each certificated employee. Guidelines for flex days are;

1. The full cost of the substitute (base pay, FICA, and L&I) is to be reimbursed to the district by the employee. The payment will be made by means of payroll deduction. **For 2018-2019 the payment is \$125.86.**
2. Flex days must be taken in **whole-day** increments when used for personal leave.
3. The days are not accruable from year to year.
4. Annual Leave Requirements;
  - a. Days used for **personal reasons** may only be used after the employee's two annual leave days have been taken for the current school year.
  - b. Days used for the **purpose of professional development** may be used *prior* to the employee's two annual leave days allotted for the current school year.
5. Notice of intent to use a flex day must be received by the Human Resources Department at least three (3) school days prior to use.
6. Flex days may be taken at any time when used for professional development. When used for professional development purposes, flex days may be taken in ½ day increments.
7. Approval of Flex Day leave is consistent with the 10% rule in Section 12 of the EVEA CBA.

Name: \_\_\_\_\_ Date of Flex Day: \_\_\_\_\_

Title/Position: \_\_\_\_\_ School/Location: \_\_\_\_\_

I would like to request to use a flex day for:  Personal Reasons  Professional Development

**Complete the following information for Professional Development Requests only:**

Name of Conference/Workshop/Meeting: \_\_\_\_\_

Location: \_\_\_\_\_ Date(s): \_\_\_\_\_

Full Day  Morning  Afternoon # of Clock Hours Available: \_\_\_\_\_

Reason for professional development: \_\_\_\_\_

*By submitting my request to use a flex day I understand that \$125.86 will be deducted from my next payroll.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**HUMAN RESOURCES DEPARTMENT ONLY**

Flex Day Request Approved:  Yes  No

If no, reason for denial: \_\_\_\_\_

Human Resources Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name and Title \_\_\_\_\_