

**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 may use up to _____ 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.

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