

**2021-2022 Flex Day Documentation
Athletic Coordinator**

Employee _____ Campus _____ Date _____

Employee ID# : _____

There are three work days listed below on the 220-employee calendar designated as a “flex day”. Flex days allow our employees to “flex” out of work by applying day(s) worked or participated in staff training outside their normal duty calendar. Employees can also choose to work these dates, use personal leave/vacation, or use a sick day if they have a medical appointment. The additional days worked outside of normal contracted days must be completed prior to the designated flex day. Flex days earned by working outside of normal contracted days must be recorded as **School Related in AESOP on the designated flex day**. If you elect not to work an additional day, your leave bank may be charged for 8 hours of personal leave. There are a maximum of three 2021-2022 flex dates.

November 22, 2021
November 23, 2021
April 15, 2022

I plan to or have fulfilled the requirements as outlined on page 2 of this document to earn a flex day(s) for the dates listed below. The date below is a day outside of the normal calendar days for my position with Northwest Independent School District. If the agreed upon date(s) listed below are not worked, pay may be deducted from my paycheck should I leave the district or I do not have available leave to be paid for November 22, 2021, November 23, 2021 and April 15, 2022

Contracted day(s) to be taken off:	Day(s) worked outside of normal contracted days
November 23, 2021	
November 22, 2021	
April 15, 2022	

Employee Signature _____ Date _____

Principal Signature _____ Date _____

(See reverse side for guidelines)

. Flex Day Guidelines for Campus Professionals

The number of flex days for the 2021-2022 vary due to the position and number of duty days. The total number of flex days you will be entitled to for the 2021-2022 school year will three:

- Accumulation of the two flex days (November 22 & 23, 2021) begins July 1, 2021 and ends April 1, 2022.
- All professional learning applicable to flex days must be taken during off-contract time.
- School-wide professional learning sessions that address campus initiatives will be accepted with principal approval.
- Prior approval from the principal is required for all sessions. Professional learning should be tied to professional goals and teachers' T-TESS observation, conference, and goal setting.
- The principal will certify the Professional Learning Flex Days and/or report non-compliance by April 1, 2022 for appropriate payroll accounting. Teachers may not take sick days or personal days in lieu of attending professional learning. Staff members without the appropriate number of hours will have the amount that is short deducted from their check through the payroll department.
- Credit may be given for (with Principal pre-approval):
 - Weekend conferences and conferences off contract time
 - Summer training sessions in and out of the district
 - Up to 6 hours of presenting a workshop at the district level
 - New Hire required training
 - 6 hours of site-based training off contract time (constitutes one day)
 - Up to 3 hours of on-line staff development (these should be limited to special circumstances where the teacher can't receive job-specific training) Must be approved by campus principal
- Credit will not be given for:
 - More than 6 hours of Presenting a workshop
 - Supervising of student competitions (i.e. UIL, DI, etc.)
 - Meetings
 - LEAP/LEAD
 - Curriculum Writing (this is compensated through extra duty pay)
 - Book Studies unless extenuating circumstances approved through the Executive Director for Curriculum and Staff Development

Based on the parameters that were identified when the Flex Days were originally established, the two days are “compensation” for attendance and participation in training sessions that occur during off-contract time. Given these parameters, “flex day” credit will not be given for online training, training that occurs during the school day (including professional development periods), training that occurs during a “regular” staff meeting, university course work dedicated to a degree program, and/or independent book studies.