Flexible Work Day Log

2021-22 School Year

According to Article 18.B.3 of the current negotiated agreement between the Board of Education and HCEA there are four paid unscheduled work days for 10-month special education and related service providers. The days are for professional time, outside the scheduled duty day, that will focus on instruction and improving student achievement, and professional activities that improve the learning environment.

Prior approval on the use of the time is not required. However, eligible staff members must submit this voucher to their supervisor identifying twenty eight hours of professional activities in which they have been engaged. 10-month special education and relates service providers who do not turn in this documentation by June 1st will have their final pay adjusted accordingly.

Staff Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Date | Hours | Description of Activity, Including Participants |
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| Total | 28 |  |