Flexible Work Day Log
2019-20 School Year

According to Article 18.B.3 of the current negotiated agreement between the Board of Education and HCEA there are two paid unscheduled work days for 10-month and 11-month unit members. 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 fourteen hours of professional activities in which they have been engaged. 10-month and 11 month unit members who do not turn in this documentation by June 1st will have their final pay adjusted accordingly.

Staff Member Name: _____

School(s): _____

Date	Hours	Description of Activity, Including Participants
Total	14	