

# Flexible Work Day Log

## 2024-2025 School Year

According to Article 18.B.4 of the current negotiated agreement between the Board of Education and HCEA there are four paid unscheduled workdays for 10-month special education teachers 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 (including paperwork) 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): \_\_\_\_\_

Date	Hours	Description of Activity, Including Participants
<b>Total</b>	<b>28</b>	