

Hoover City Schools

Flex Day Request Form for Certified Employees (except 12 month) 2016-17

Employee Name (Last, First): _____

School / Building Assigned: _____

Flex Day(s) for which absence is requested (more than one day can be requested per form):

Professional Development Flex

Workday Flex

___ Monday, November 21, 2016

___ Monday, October 10, 2016

___ Monday, February 20, 2017

___ Monday, January 2, 2017

___ Tuesday, May 30, 2017

DOCUMENTATION

If requesting Professional Development Flex Day(s), attach a copy of your STI-PD history with qualifying PD activities highlighted. Note the following:

- Principals and supervisors have the right to pre-approve qualifying PD activities if they desire to do so. Work activities cannot substitute for PD activities (meetings, planning, committees, open house, etc.)
- Qualifying PD activity credit in STI-PD must have been awarded between June 1, 2016 and February 19, 2017. You cannot request Flex Day release on the anticipation of credit to be awarded at a future date. The qualifying activity credit must be awarded in STI-PD. Each Flex Day requires six (6) hours of qualifying PD activities.
- Qualifying PD activities can include PD offerings from entities other than Hoover City Schools, but they must be awarded in STI-PD.

If requesting Workday Flex Day(s), describe your qualifying work activity in the open space below. Note the following:

- Principals and supervisors have the right to pre-approve qualifying work activities and/or to restrict qualifying work activities to particular activities.
- Qualifying work activities must have been completed between June 1, 2016 and May 29, 2017. Each Flex Day requires six (6) hours of qualifying work.
- Applicable work activities must be completed prior to the requested absence.

Date and description of qualifying work activity: # of work hours- _____

Employee Signature

Date

By signing this form, the employee is affirming that the qualifying PD and/or work activities were completed outside of scheduled work hours and that he or she was not compensated monetarily for this participation.

Principal signature:

___ Approved ___ Not Approved