

FLEXIBLE TIME WORK SCHEDULE REQUESTS FORM FOR TEACHERS

Name _____ Date _____

Article IX, Section 2 of the NEA Agreement provides in part, "Teacher requests for flex time of up to 60 minutes may be approved at the discretion of the building principal." This means that a teacher may request to report to the school building up to 60 minutes earlier than the scheduled start time and then leave the school building by an equal number of minutes prior to the scheduled ending time. **However, flex time arrangements may not interfere with the scheduled student day.**

Requested flex time work schedule: _____ a.m. to _____ p.m.

School Year: _____ Days of the Week: M____T____W____Th____F____

Reason for the request: _____
_____***Please note: Requests for a flex time work schedule must be made on an annual basis.*****TO BE COMPLETED BY BUILDING PRINCIPAL**

- Your request for a flex time work schedule is approved for the school year indicated with the understanding that you will continue to be responsible to attend building faculty meetings and other meetings related to your professional responsibilities including Professional Learning Communities. This may require reverting to the regular work day scheduled on those days. Please be advised that if the flex time schedule appears to interfere with normal school needs, the regular schedule may need to be reinstated.
- Your request for a flex time work schedule is denied.

Reason: _____

*Signature – Building Principal*_____
*Date**Updated 2/2011*