

FLEXIBLE TIME WORK SCHEDULE REQUEST 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. Flexible schedule requests will not be approved if it interferes with Wednesday PLC time.**

School year: _____

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

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 converting 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 8/2022