

Flex Day Frequently Asked Questions



1. Who has to earn Flex hours?

10 month employees, 10.5 month employees, and 11 month employees are required to earn Flex hours.

2. Who doesn't have to earn Flex hours?

12 month employees will not be required to earn Flex hours since they will be required to work a full day on the designated "off" days. All 12 month instructional employees are highly encouraged to attend professional learning sessions to strengthen their own practice, facilitate a culture of learning, and accumulate Professional Development Points (PDPs) to renew their teaching license.

3. When are the designated Flex days?

On the designated Flex days, 10 month, 10.5 month, and 11 month employees will not be required to report to work. Instructional Calendar designated Flex days are November 21, November 22, December 19, and December 20, 2022. This allows students and many employees a full week off of work for Thanksgiving and Winter Break.

4. How many hours do I have to earn?

All 10 month employees, 10.5 month employees, and 11 month employees are required to earn twenty-four (24) Flex hours.

5. What counts as a Flex hour?

Flex hours are professional learning hours earned outside of the contracted school day. Some examples of how these hours can be earned are: PLC meetings held outside of the school day, professional learning sessions held outside of the school day, book studies held outside of the school day, college courses and conferences not during contracted time. All Flex hours must relate to the educator's current assignment, specific district goal, and/or specific instructional practice. All sessions must have verification of attendance. All approved professional learning sessions will appear in the district's online platform. If you are unsure if a specific course/session will count towards Flex, please contact your building level administrator.

6. What if I am the presenter?

Presenters will be given 1 hour of Flex credit for every professional learning topic planned and delivered. For example, if an educator presents an hour session on Lesson Structure and Pacing after school for the faculty, the educator would receive 1 hour of Flex credit for the session and an additional hour of Flex credit for planning the session. If the educator presents that same Lesson Structure and Pacing session the next week, the educator would receive 1 additional hour for presenting again, for a total of 3 hours Flex credit.

7. What if I am getting a stipend?

Any professional learning where the educator is receiving a stipend will not count towards Flex credit. This includes when the educator is participating or presenting the professional learning. When allowed, the educator can waive the stipend in exchange for Flex credit.

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8. Do my athletic coach trainings count?

Yes. Athletic coaching trainings and clinics may account for a maximum of 10 hours of Flex credit. These trainings must align to the educator's current assignment. Verification of completion must be submitted to complete attendance. In order to receive Flex, these coaching clinics can not be self-facilitated and must be pre-approved.

9. When are my Flex Hours due?

Twelve (12) hours of Flex Credit are due prior to December 2, 2022. The remaining twelve (12) hours of Flex Credit are due by April 7, 2023. Should an educator complete more than 12 hours of Flex Credit prior to December 2, 2022, the balance will count towards the April 7, 2023 deadline. Flex Day credit hours can be carried over from first semester to second semester, but cannot be carried over from school year to school year. Flex Credit hours must be earned June 1, 2022 - April 7, 2023.

10. What if I don't earn enough hours?

Educators who do not have all hours submitted before the deadline will receive payroll deductions in hour increments. Sick days cannot be used in lieu of Flex days. Flex days cannot be carried over from year to year.

11. What if I was hired after July 29, 2020?

All employees hired prior to November 21, 2022 will be required to earn 24 Flex Hours. Employees who were hired after November 22, 2022 will need to earn twelve (12) Flex Hours. Employees who were hired after December 20, 2022 will need to earn zero (0) Flex Hours.

12. What if I have a special circumstance such as FMLA?

Special circumstances will be handled on a case-by-case basis in conjunction with the building level principal or supervisor, the Professional Learning and Evaluation Supervisor, the Director of Teaching and Learning, and the Director of Human Resources, Federal Programs, and Accountability.

13. What about TASL?

TASL credit courses may count towards Flex credit if the hours are earned outside the contracted work day and calendar. TASL courses must be pre-approved to receive Flex credit.

14. What is prior approval?

Any session requesting Flex hours must be submitted for pre-approval through the online platform a minimum of two weeks before the learning session start date.

15. What if I have a question that is not answered here?

For all educator questions, the school building level administrators are always the first point of contact.