

USD 447
Cherryvale-Thayer Schools
Flex Day Use Form

Policy Guidance:

Article 1, Section K. Flex Day: a flex day is any day that a staff member gets administratively approved for use as a “flexible contracted work day”. Suggested days may be set on the calendar for use by staff. Prior administrative approval is required for use of a set flex day and/or the substitution of a day selected by the staff member. (2008)

Article 7, Section M. Flex Day: One contract day is to be selected by employee from the list on the approved calendar for work. Approval from the superintendent is required prior to the selected day’s use or the substitution of a day on listed on the approved calendar. A form is available for “flex day” use application. (2008)

Employee Name: _____

Position: _____

I request Flex Day use on the date of: _____

- This is a day that is listed as a “Flex Day” on the approved District Calendar
 - This is not a day listed as a “Flex Day” on the approved District Calendar.
-

Immediate Supervisor: _____

Date: _____

- Approved
- Not Approved

Superintendent: _____

Date: _____