

2016–17 Staff Flexible Attendance Days

October 10, 2016 and January 16, 2017

What are the Flex Days for the 2016–17 school year?

Flex Days honor the time employees spend developing themselves by participating in events outside of the contract time or regular days of duty. This year, BISD has designated October 10 and January 16 as Flex Days for the 2016-17 school year. These are days that students are not in attendance. With the approval of your supervisor, employees will not be expected to report to duty on these days if employees have attended professional development outside of their regular days of duty or have comp time.

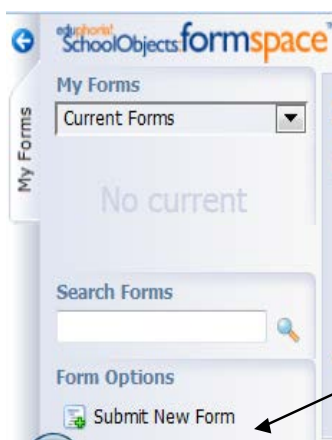
Exempt Employees (employees who are **not eligible for overtime/comp time – teachers, principals, asst. principals, counselors, nurses, diagnosticians, librarians, etc.).** Exempt employees must complete the **Flex Day Request** form in Eduphoria to submit up to 6 hours per Flex Day of professional learning to be considered for approval by their principal/supervisor.

Non-exempt Employees (employees who are eligible for overtime/comp time – EAs, Admin. Asst., Clerks, etc.) must get written approval from their supervisor for district work or professional learning completed outside the regular work day. Comp time earned from June 8, 2016 – January 10, 2017 may be used.

All employees must submit requests to their supervisor by January 10, 2017. Approval by the supervisor must be received prior to the Flex Day.

Vacation or personal leave may be used in lieu of professional learning hours or comp time, or employees may report to their campus/department for a regular work day.

How do I access and submit the Flex Day Request for Approval?



- Login to eduphoria!
- Click the formspace icon
- Click "Submit New Form" located at the bottom left of the screen

-Click the General Forms folder and then select the Flex Day Request form for Approval

-Complete the form and click "Submit Form"

How will I know if my request has been approved by my principal?

When a principal/supervisor has approved or denied a form, the employee will receive an email from "Eduphoria Server." Scroll to the bottom of the email to read any comments from the principal and to see if the request was approved or denied.

Form History

Started by crysten caviness (crysten.caviness@birdvilleschools.net) at 8/15/2012 9:24 AM
Approved by Donna Solley at 8/15/2012 10:42 AM

You may also access your forms through formspace, under the "My Forms" tab. When you click on the form, you will see its history on the right side of the screen.



Request Deadline for the January 16 Flex Day is January 10