



**2020-2021**  
**TRADE DAY CRITERIA**  
*Manual Trades*

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**November 23 & 24, 2020** and **January 18, 2021\*** are professional learning days. These are regularly scheduled working days in which professional learning is presented. Manual Trades staff will “trade” these days by earning 12 trade credits and 6 supervisor approved compensatory time or 18 trade credits. Each trade day must equal 6 trade credits or 6 hours of compensatory time. *Any other combination of trade credit and compensatory time is not permitted.*

*\*January 18, 2021 Trade Day does not apply to staff with a non-working day*

**Supervisor Approved Professional Learning and Overtime**

- Professional learning session selections are to be job-related and must be approved by the supervisor in advance of registering and attending.
- Working overtime and earning compensatory time must be approved by the supervisor in advance of the work performed.

**Earning Trade Day Credit**

- Earn at least **18 credits (18 hours)** of approved professional learning \*outside the regular work day:
  - o November 23 & 24 Trade Day – earn 12 credits (hours) between **June 1 and November 13, 2020**
  - o January 18 Trade Day – earn 6 credits between **June 1, 2020 and January 11, 2021**
- Submit documentation of attendance to the supervisor
  - o November 23 & 24 Trade Day – **no later than November 17, 2020**
  - o January 18 Trade Day – **no later than January 13, 2021**
  - o Credits must be recorded in *Eduphoria* in the category **NON-CONTRACT Time**
  - o Attendance at professional learning within SAISD is credited by the organizer of that professional learning.
  - o All professional learning not within SAISD (i.e. Region XV, college credit, webinars) must be recorded in *Eduphoria* by the supervisor or employee using the Non-Contract Time category.

\* Outside the regular work day includes:

- after school hours,
- on weekends,
- on school holidays or
- after the employment year ends (during the summer).

**Training Accepted for Trade**

- District initiatives
- Technology
- Undergraduate or graduate school classes related to education (limited to 9 credits)
- Sessions specifically related to an employee’s work assignment