



NEWARK UNIFIED SCHOOL DISTRICT

CHANGE IN HOURS // FLEX FORM

CBA Article 7.17 -- If an IEP goes beyond the regular work day (section 7.2), the District will offer a flex work schedule to the unit members. If the IEP extends beyond the regular work day, all unit members who stay beyond the regular work day will be given flex time. The flex time will be tracked by the unit member. To use flex time, a change-in-hour form will need to be filled out. Unit members shall have the discretion of use the flex time at their own convenience with the approval from their site administrator which shall not be unreasonably withheld. Flex time shall only be used during non-instructional time.

<i>This form is for recording time participating in an IEP beyond the normal workday.</i>			
Employee Name:		Grade:	Site:
IEP Date:	Start Time:	End Time:	Total Hours:
Approved:			
I am requesting to use _____ hours of flex time on ____/____/____ which is not during instructional time.			
Approved:			Date:



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