



2022 - 2023 TRADE DAY CRITERIA

November 21 & 22, 2022 and **January 16, 2023** are professional learning days. These are regularly scheduled working days in which professional learning is presented. **This form is an optional form and is only required if requested by your individual supervisor.**

Earning Trade Day Credit – Employees should earn trade day credit by:

- Receive principal/supervisor approval prior to attending the training,
- Earn at least **12-18 credits depending on their role** (*outside of the regular work day) of approved professional learning. All staff, regardless of job family, must trade **both** November 21 & 22.
 - o November 21 & 22 Trade Day – earn 12 credits between **May 31 and October 30, 2022**
 - o January 16 Trade Day – earn 6 credits between **June 1, 2022 and January 8, 2023**
- Submit documentation of attendance to the principal/supervisor
 - o November 21 & 22 Trade Day – **no later than October 30, 2022. Principal/supervisor submits to payroll by Monday, October 31, 2022.**
 - o January 16 Trade Day – **no later than January 8, 2023. Principal/supervisor submits to payroll by Monday, January 9, 2023.**
- 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 principal/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
- ESL
- Gifted/Talented
- Undergraduate or graduate school classes related to education (limited to 9 credits)
- Sessions specifically related to an employee’s work or extracurricular assignment

Training NOT Accepted for Trade

- Chaperoning field trips, contests, clubs
- Performing routine tasks (i.e. serving on committees, lesson planning, grading)
- Working Summer School

NOTE: If these procedures are not followed, the employee is not allowed the Trade Day(s) and must attend the Professional Learning day(s) on their respective campus.

Professional Learning for Trade	Date

Printed Name _____ Signature _____ Date _____
Principal/Supervisor Signature _____ Date _____