

**November 25 & 26, 2024** are professional learning days. These are regularly scheduled working days in which professional learning is presented.

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

- Receive principal/supervisor approval prior to attending the training,
- Earn at least **12 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 25 & 26.**
  - November 25 & 26 Trade Day – earn 12 credits between **June 1 and November 1, 2024**
- Submit documentation of attendance to the principal/supervisor
  - November 25 & 26 Trade Day – **no later than November 1, 2024. Principal/supervisor submits to payroll by Monday, November 4, 2024.**
- Credits must be recorded in *Eduphoria* in the category **NON-CONTRACT Time**
  - Attendance at professional learning within SAISD is credited by the organizer of that professional learning.
  - 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/Bilingual
- Gifted/Talented
- Undergraduate or graduate school classes related to education (limited to 9 credits)
- Sessions specifically related to an employee’s teaching 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 \_\_\_\_\_