Horry County Schools
Professional Development Exchange Day Request Form
2025-2026

NOTE: School based professional employees, excluding administrators, can earn 16 professional development exchange day hours which may equate to two days off during the 2025-2026 school year. The three days eligible for use as exchange days are listed on the Staff Development and Work Days form.

GUIDELINES FOR EXCHANGE DAYS:

- **8 hours of professional development may be exchanged for one day off. Staff can earn up to 2 days off per school year. (An exchange day should not be used in conjunction with personal leave).**
- **Staff can begin to accumulate professional development exchange day hours for the 2025-2026 school year after their last contract day for the 2025-2026 school year.**
- **Staff must use the hours earned for the 2025-2026 school year by June 10, 2026. Professional development exchange day hours DO NOT roll over from year to year and cannot be converted to pay.**
- **To earn professional development exchange day hours, staff must attend professional development sessions (including online courses/webinars) held during "off contract" time. "Off contract" time includes weekend, holiday, after school and summer hours that are outside of the staff member's regularly scheduled working hours.**
- **The professional development sessions attended must directly relate to the professional goals and job duties/requirements of the staff member and must be PRE-APPROVED BY PRINCIPAL.**
- **Types of activities which are not eligible for exchange day hours include faculty meetings, PTO meetings, parent/teacher conferences, travel time to and from conferences, school related social and athletic events, committee work that provides a stipend.**
- **Hours used toward a day off CANNOT be used for certificate renewal, certificate upgrades or add on certifications.**
- **A transcript from Truenorthlogic identifying exchange day hours earned and/or certificates of completion MUST be attached to the *Professional Development Exchange Day Request Form* provided to the principal for approval.**

USE OF EXCHANGE DAY HOURS MUST BE APPROVED BY PRINCIPALS IN ADVANCE.

Date(s) of Sessions	Times of Session(s)	Hours Earned	Description of Professional Development	Professional Development Goals Addressed	Date Requested as an Exchange Day	Principal's Approval Signature Required

I verify that the above information is accurate.

Employee Name:_____ Employee ID: _____
Employee Signature: _____ Date:_____