

Time Frames for 2009-2010 FLEXTIME

Individuals must apply for flextime at least **4 weeks** (whenever possible) prior to the designated district flex day.

Flex hours must be earned by the last day of school for teachers.

With the principal's approval and within the time guidelines described above, flextime must be fulfilled **by June 22nd**. **(Calendar year runs from June 22, 2009 to June 22, 2010)**

For **May 28th**, application for flextime must be completed by **April 30th**.
Flextime for **May 28th** must be earned by **May 14th**.

For **June 23rd**, application for flextime must be completed by **May 26th**.
Flextime for **June 23rd** must be earned by **June 2nd**.