

**Washtenaw Intermediate School District  
Flex-time Documentation ~ Unit I**

Article 18, Section 3 (18.3.5) of the Master Agreement (2024-2027) with Unit I states, "All Unit I employees who are required to take part in IEP's, parent or student contact or other educational responsibilities which are part of the regular work duties, but can only be accomplished outside the established 37.5 hours will be granted flextime when it is approved by their supervisor. Unit I employees may also be asked to conduct training after hours, attend after school enrichment activities, or participate in committee activities by the Employer; the employee will also be granted flextime for these purposes. When possible, flextime should be scheduled by the supervisor to be taken outside of student contact hours. All flextime shall be scheduled by the employee's supervisor within a two-week period following the additional work hours. No more than 2.5 hours of flextime shall be earned in a regular 37.5-hour work week. Employees who work over 40 hours in a work week will be compensated at time and one-half.

If the employee is unable to flex time within the two (2) week time period, up to 2 ½ hours shall be paid at the current daily/hourly rate (straight time). Payment will be made within 30 days."

Staff Name (print): \_\_\_\_\_

Date: \_\_\_\_\_

Reason for request: \_\_\_\_\_

- ☐ IEP
- ☐ Parent/Student or other contact; describe: \_\_\_\_\_
- ☐ Other; describe: \_\_\_\_\_

Date of event: \_\_\_\_\_

Estimated time requested (hours): \_\_\_\_\_

This event is unable to be accomplished within the 37.5 hour work week due to:

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Approved by Supervisor (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date