

Washtenaw Intermediate School District

Flex-time Documentation ~ Unit I

Article 18, Section 3 (18.3.1 and 18.3.2) of the Master Agreement (2025-2028) with Unit II states, "All Unit II 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 flex-time when it is pre-approved by their supervisor. Situations do occur where preapproval is not possible, including, but not limited to, a student bus or parent not arriving for student pick up on time; in such situations, a supervisor shall subsequently approve the extra hours. When possible, flextime should be taken outside of student contact hours. Accumulated flextime can be taken in ½ or full-day increments (or shorter if substitute is not needed) with prior supervisory approval. The balance of accumulated flextime shall not exceed two (2) days.

Upon approval, Unit II employees performing other extra assignments/duties outside the normal workday will receive their hourly wage or flextime. Flex time may be taken in increments up to two (2) consecutive days. Extra paid assignments include the following:

1. Conducting training after hours.
2. After school enrichment activities.
3. Agency-led/supported functions communicated to families by the agency when students and/or families are invited to participate over and above the required fifteen (15) hours in 18.4.2.
4. Committee participation activities if their supervisor approves them participating."

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:

Date

Date

Signature of Staff Member

Approved by Supervisor (signature)