

How to Submit Flex Calendar Activity Agreement Form for Approval

Faculty should follow the steps below to seek appropriate approval. There are three levels of approval for flexible activities: department chair, FPLC, and VPAA.

Step 1 | Before October 15th | Seek Department Chair Feedback

Download and save a copy of the form: [Flex Calendar Activities Agreement \(FT\)](#). Use the [Flexible Calendar Activities--What Counts for Flex?](#) guidelines to fill out your agreement form with 42 hours of proposed activities.

Submit your completed form to your department chair for review comment (Article 14.11). Department chairs can provide guidance for how to find appropriate activities and give suggestions for how faculty can create a more well-rounded and meaningful flex experience.

Step 2 | Deadline October 15th | Submit to FPLC

Revise your form with the feedback received from your department chair.

Use the [How to Complete the Flex Calendar Activity Agreement Form](#) guidelines to ensure that your form will be approved by FPLC.

Change the file name to include your name and the current academic year in this format: **Last Name, First Name_AY2X/2X_Flex**

In most cases, activities that are considered appropriate professional development activities can be used to meet the flex hour obligation. There are, however, some caveats to consider.

1. If the flex activity falls during a time that the faculty member is normally contracted to work (e.g. hold class, be on call), faculty should not count that time for flex unless they use leave or are otherwise excused from their regular work obligation (e.g. use a floating personal business day).
2. If the faculty member is receiving a stipend from the district for participation in an activity, such as a training program, workshop, or online course, the hours spent on said activity cannot be used to fulfill the flex obligation. Since flex hours are a

