



## Latrobe School District CERTIFICATED EMPLOYEE REPORT OF FLOATING WORK DAY

### *Alternate Use of Non-Student Duty Day*

Certificated employees who work a 185 day school year consisting of 180 teaching days and 5 non-student days may elect to schedule up to two of the non-student days as Floating Work Days. A Floating Work Day must be completed on a non-duty day during the school year (ex. Winter Break, Spring Break, weekends), or **by May 31** of the current school year.

Floating Work Days may be completed in **Full Day (7.25)** or **Half Day (3.63)** increments only. Hours must be logged in and approved by the Superintendent.

A completed Floating Work Day Attendance Report showing two full days of duty must be submitted to the Superintendent **prior** to a planned absence during the last two scheduled non-student work days of the school year.

*Note: The Superintendent reserves the right to schedule floating days on specific dates as necessary for training or school business.*

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date	Hours	Description

Total Hours: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_