

The collective bargaining agreement provides you the opportunity to use a maximum of two half days of flex time on specific non-student days during the 2009-10 school year.

We have a very simple web-based flex time tracker called Flex Record. When you decide to use a flex day, all you need to do is access Flex Record and click on the date(s) you want to use. Flex Record will let your immediate supervisor know what days you are using. You will be able to check your flex record balance at any time.

1.Go to: <http://hr.troy.k12.mi.us/FlexRecord/>

2.Enter your user name: i.e. jsmith

3.Enter your password: Employee ID #

4.Click on “Request Flex Time”

5.Click on the date you are requesting and click “Submit Request”

6.Return to the main menu

7.To view your flex record balance, click on “Request Flex Time”. This will show you the date(s) you have requested for flex time and how many unused half days are remaining.

If you have questions with the Flex Record system or have entered a date in error, please contact me at jbrill2@troy.k12.mi.us, for assistance.

Teachers may take a total of two (2) half days on days when students are not in session. The flex days/times available for elementary and middle school teachers are as follows:

11/6/09 a.m.	11/6/09 p.m.
1/29/10 a.m.	1/29/10 p.m.
4/16/10 a.m.	4/16/10 p.m.
6/18/10 p.m.	6/21/10 p.m.
In addition to the above, high school teachers may also use flex days on the following days:	
1/26/10 p.m.	1/27/10 p.m.
1/28/10 p.m.	6/17/10 p.m.