

There are a lot of questions out there about the different opportunities we are allotted for time spent out of the District. I am going to attempt to clarify wellness vs. professional development vs. sick days vs. PNS vs. flex time, and how they are coded on your timecard.

In the top box of your timecard you need to mark a 1 or ½ depending on if you took a full day or half day of leave. If you leave it blank the District will dock a full day.

Wellness:

Wellness must be pre-approved. Wellness is about learning skills for mind-body connection to be more focused and efficient at work. *Ideally*, activities might include workshops on meditation, journaling strategies, or office chair stretching. It might also include tackling email, time management and organization, or how to reduce stress or pain in the workplace. Again, wellness looks different to everybody but it is about being proactive to care for yourself. This would be marked as Professional Growth (PG) on your timecard.

Professional Development:

Professional development must be pre-approved. Professional Development are the workshops, seminars and further education we pursue to increase our knowledge and practice as clinicians. This would include attending CASP, CASHA, ASCA or other work focused learning opportunity. This would be marked as Professional Growth (PG) on your timecard.

Please keep in mind, attendance at local professional development meetings at the SELPA, VCOE or VCASP does not come out of your professional development days.

Sick days:

Sick days are when you struggle to make it out of bed, feel icky and might require the services of a doctor. This would be marked as Illness of Employee (S) on your timecard.

PNS-Personal Necessity Leave:

PNS is taken when life activities supersede work days, and again, they must be pre-approved. You would take PNS if there are individual or family obligations. This would include graduations, weddings, or caring for a family member. It would also include business transactions or court appearances that will take place during work hours. This is marked as PNS on your timecard.

Flex time:

Flex time must be pre-approved. *Before* you work extra hours, you should discuss with your administrator how the time will be compensated. Some administrators will approve flex time. Flex time are hours you work outside of your 40 weekly hours and take off during your regular weekly schedule. Some administrators will prefer you take an extra time card instead of flex time. Flex time is tracked through email with an administrator and is not marked on a time card.

Non-work Day:

These are days the District is open but you are not scheduled to work, i.e. Winter or Spring Break. This is marked as N on your timecard.

Official Business:

Official Business must be pre-approved. If the District directs you to attend a conference that is not your choice, this would be official business. Examples of this may be when your principal takes you to the ACSA conference. This means you are off campus at a conference but still on school district business. By marking it official business, the days would not be deducted from your designated professional growth days. This would be marked as official business (OB) on your timecard.