



PARK COUNTY SCHOOL DISTRICT NO. 6

Cody Public Schools
919 Cody Avenue
Cody, Wyoming 82414

Certified Flex Day Request

Park County School District No. 6 offers a tiered flex day option to certified staff and building administrators. Please note that flex days may only be exchanged with the 12 sick leave days granted within the current school year. Once requested, flex days must be used in the current school year and are irreversible.

Prior to requesting flex days, all personal leave days must be used.

Before selecting your option below, please read Policy GCCAA.

- **Tier 1 - Certified employees with 3 or less years of continuous service in the district may exchange two (2) sick leave days for two (2) flex days.**
- **Tier 2 - Certified employees with 4-9 years of continuous service in the district may exchange three (3) sick leave days for three (3) flex days.**
- **Tier 3 - Certified employees with 10 or more years of continuous service in the district may exchange four (4) sick leave days for four (4) flex days.**

Name: _____

Position: _____

Effective Date: _____

Number of days requested: _____

Check One Box Below:

- ☐ Tier I
- ☐ Tier II
- ☐ Tier III

Signed:

Name: _____

Date: _____

VERIFICATION	
HR _____	Date _____
PAYROLL _____	Date _____