

Appendix H, Form A1: Flex Activity Form

This form may be used for approval of self-assigned flex day activities, and also for proposed alternative activities on mandatory flex days.

When the approved activity you have submitted is completed and you have signed below, then this form should be kept in your division/worksite office. (Be sure to keep a copy of these forms as you submit them.)

Name of Faculty: _____

Date: _____

Activity:

Total Hours: _____

Approval: _____

Faculty Signature: _____ (Sign after completing activity)

Submit completed form to your
division/worksite office after
making a copy for your file.