

**Horry County Schools
Professional Development Exchange Day Request Form
2019-2020**

NOTE: School based professional employees, excluding administrators, can earn 15 professional development exchange day hours which may equate to two days off during the 2019-20 school year. The four days eligible for use as exchange days are Oct. 15, Jan. 17, Feb. 18, and June 4. (June 4 is not an option for the base high schools.)

GUIDELINES FOR EXCHANGE DAYS:

- 7.5 hours of professional development may be exchanged for one day off. Staff can earn up to 2 days off per school year. (An exchange day should not be used in conjunction with personal leave.)
- Staff can begin to accumulate professional development exchange day hours for the 2019-20 school year after their last contract day for the 2018-19 school year.
- Staff must use the hours earned for the 2019-20 school year by June 4, 2020. Professional development exchange day hours DO NOT roll over from year to year and cannot be converted to pay.
- To earn professional development exchange day hours, staff must attend professional development sessions (including online courses/webinars) held during “off contract” time. “Off contract” time includes weekend, holiday, after school and summer hours that are outside of the staff member’s regularly scheduled working hours.
- The professional development sessions attended must directly relate to the professional goals and job duties/requirements of the staff member and must be PREAPPROVED BY PRINCIPAL.
- Types of activities which are not eligible for exchange day hours include faculty meetings, PTO meetings, parent/teacher conferences, travel time to and from conferences, school related social and athletic events, committee work that provides a stipend.
- Hours used toward a day off CANNOT be used for certificate renewal, certificate upgrades or add on certifications.
- A transcript from Truenorthlogic identifying exchange day hours earned and/or certificates of completion MUST be attached to the *Professional Development Exchange Day Request Form* provided to the principal for approval.

USE OF EXCHANGE DAY HOURS MUST BE APPROVED BY PRINCIPALS IN ADVANCE.

| Date(s) of Sessions | Times of Session(s) | Hours Earned | Description of Professional Development | Professional Development Goals Addressed | Date Requested as an Exchange Day | Principal’s Approval Signature Required |
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I verify that the above information is accurate.

Employee: _____

Date: _____