

MEMORANDUM

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Most Frequently Asked Questions in the Spring

Late Hire Proration Schedule

- Teachers classified as Late Hires or who have taken FMLA or Leave of Absence during the school year will follow the prorated schedule below.

Late Hire Proration Schedule

August 7 – October 9
There is no proration for teachers hired during this time period.

October 10 – March 25
6 – District Content
6 - Teacher-Selected

FMLA and Leave of Absence (LOA)

Teachers taking FMLA or leave during the school year will follow a prorated schedule. These teachers should email pl@fwisd.org to discuss leave and FLEX hours.

Credit Type Change Request

- To request a Credit Type Change (from District Content FLEX to Teacher-Selected FLEX credits), please complete the [FLEX Credit Request Form](#).

Failure to Complete 18 Flex Credits by March 25, 2024

- Failure to complete 18 FLEX-eligible professional learning hours by March 25, 2024, will result in a loss of pay at the teacher's daily rate on the May 2024 paycheck. FLEX will be docked in 1/2-day increments. A full day is docked at 6 hours, and a ½ day is docked at 3 hours. Because sick and personal days replace a compensated day, they cannot replace a Flex day.