

GCC INDIVIDUAL FLEX COMPLETION FORM 2021-2022 (Due by May 15, 2022)

Name:	Division: Phone/Campus Ext:
Check Appropriate Box: <input type="checkbox"/> Banking Time ___ <input type="checkbox"/> Release time ___% Amount of Flex Obligation: _____ <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Classified	Email:

YOU MUST PROVIDE YOUR TEACHING SCHEDULE (see reverse) AND VERIFICATIONS

Choose the Activity Code below that best describes your activity. (Also see Page 5, Flex Manual)	Activity Code (1-5)	Hours	Date/8Un ^g S M T W R F S	Description	For Committee Use Only		
			Time		C1	C2	
			Location				
1. Division or Department Meetings (Adjunct Only, except for those that are optional for full timers) 2. Conferences. 3. Staff Development workshops or other workshops on or off campus. 4. Classes taken on or off campus. 5. Individually Planned activity or research. 6. Distance Education			/S M T W R F S				
				/S M T W R F S			
				/S M T W R F S			
I have completed the itemized Individual Flex Activities listed on this form to meet my Flex Obligation for the current school year and I understand that failure to complete my entire flex obligation will result in an equivalent loss of pay.			/S M T W R F S				
				/S M T W R F S			
				/S M T W R F S			
Signature: _____			/S M T W R F S				
Date: _____							
TOTAL HOURS COMPLETED:							