

Board of Education Policy 7.4820  
Administrative Procedure

Exchange Days  
Certified Staff Only

The following guidelines shall apply to the granting of exchange (swap) days to certified staff:

1. The maximum number of days that may be granted to an employee is four (4). Prior approval of the superintendent or designee must be obtained to exceed this number.
2. An employee must have the prior approval of the immediate supervisor before working a day intended to be used as an exchange day.
3. The work performed on an exchange day must have a direct correlation with the work assignment of an employee.
4. Activities performed, as a normal expectation/extension of the position, such as PTO, Awards Banquets, Proms, Graduation Ceremonies, Professional Development Activities (within the school year/after school activities), should not be considered for exchange time.
5. Most exchange days should occur during the summer months when individuals are not on payroll—there should be very limited approval of exchange days during the 200-day employment period. Remember that an employee cannot be granted credit for more than “one day” during a 24-hour period for which they are being paid.
6. Exchange days must be used ONLY on non-mandated teacher workdays and must be used prior to June 30 of each school year.

\_\_\_\_\_  
Superintendent

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Date