

**School-Based Certificated Staff
Telework Days for Approved Staff
SY 2024-2025**

10-Month	10.5-Month	11-Month	12-Month Teachers	12-Month Administrators
September 13	September 13	September 13	September 13	September 13
September 25 (ED)	September 25 (ED)	September 25 (ED)	September 25 (ED)	September 25 (ED)
October 31 (ED)	October 31 (ED)	October 31 (ED)	October 31 (ED)	October 31 (ED)
November 5	November 5	November 5	November 5	November 5
November 20 (ED)	November 20 (ED)	November 20 (ED)	November 20 (ED)	November 20 (ED)
December 4 (ED)	December 4 (ED)	December 4 (ED)	December 4 (ED)	December 4 (ED)
January 15 (ED)	January 15 (ED)	January 15 (ED)	January 15 (ED)	December 23
January 27	January 27	January 27	January 27	December 26
February 19 (ED)	February 19 (ED)	February 19 (ED)	February 19 (ED)	December 27
March 5 (ED)	March 5 (ED)	March 5 (ED)	March 5 (ED)	December 30
April 2 (ED)	April 2 (ED)	April 2 (ED)	April 2 (ED)	December 31
April 30 (ED)	April 30 (ED)	April 30 (ED)	April 30 (ED)	January 15 (ED)
May 7 (ED)	May 7 (ED)	May 7 (ED)	May 7 (ED)	January 27
May 15 (ED)	May 15 (ED)	May 15 (ED)	May 15 (ED)	February 19 (ED)
June 6 (ED)*	June 6 (ED)*	June 6 (ED)*	June 6 (ED)*	March 5 (ED)
June 9 (ED)*	June 9 (ED)*	June 9 (ED)*	June 9 (ED)*	March 14
June 10 (ED)*	June 10 (ED)*	June 10 (ED)*	June 10 (ED)*	April 2 (ED)
				April 14
				April 15
				April 16
				April 17
				April 30 (ED)
				May 7 (ED)
				May 15 (ED)
				June 6 (ED)*
				June 9 (ED)*
				June 10 (ED)*

Recurring telework is not an option for school-based staff. **Intermittent** or **Situational** telework may be used by approved school-based certificated staff on the dates listed above, subject to "block out" by school principals based on specific school needs (conferences, meetings, professional learning, etc.). Telework on early dismissal dates (ED) is only permitted for hours after the student school day has ended. Dates with an asterisk (*) may be updated to reflect the revised end of the school year should it be extended to account for inclement weather days.

The SY24-25 telework schedule is anticipated to end on Tuesday, June 10. CCPS summer hours (and the Summer 2025 telework schedule) will begin on Thursday, June 12. 12-month certificated employees wishing to participate in recurring telework during Summer 2025 should apply through their direct supervisor. 10-month, 10.5-month, and 11-month certificated employees should discuss their work schedule from June 12 through the last day of their FY25 contract with their direct supervisor. Current anticipated contract end dates for FY25 can be located at www.ccoeb.com/staff/myccps.

On instructional inservice days, approved telework employees need to follow the county/school inservice schedule. Telework options may not be available based on the in-service delivery format.