



CECIL COUNTY PUBLIC SCHOOLS

DEPARTMENT OF HUMAN RESOURCES

GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP CENTER
201 BOOTH STREET • ELKTON, MD 21921

Serving Learners, Families, and the Community

phone: 410.996.5415 • fax: 410.996.1051 • www.ccps.org

Jeffrey A. Lawson, Ed.D.
Superintendent of Schools

William H. Malesh
President, Board of Education

Telework Request Form

Please note: Working a secondary job is prohibited while teleworking for CCPS during regular duty day hours. Violation of this provision will void teleworking privileges.

Requestor Information:

Employee Name: _____ **Employee ID:** _____

Cell Phone #: _____ **Email Address:** _____

Supervisor Name: _____ **Location/Position:** _____

Date of telework to begin: _____ **Date of telework expected to end:** _____

Please provide a statement of reason why you are requesting telework approval. Provide any written support and/or documentation for such reason:

I certify that the above information is true and correct to the best of my knowledge.

Employee signature: _____ **Date:** _____

(Original form is maintained by the HR Office. Copies only permitted for the Employee and Supervisor.)

Please submit this form and all related documentation directly to CCPS Human Resources Department by mail or email (humanresources@ccps.org).

Our Mission: *CCPS serves equitably through positive relationships as a safe, collaborative community. We will ensure all learners acquire the knowledge, skills, and qualities to be responsible, caring, and ethical citizens.*

Office Use Only:

Approved

Denied

Signature:

Date: