



PUTNAM COUNTY SCHOOL SYSTEM

ENGAGE INSPIRE ACHIEVE

CORBY KING, DIRECTOR OF SCHOOLS

REQUEST TO TELEWORK

The purpose of teleworking for classroom teachers is to continue to provide the highest quality of education possible to students. TELEWORK is only permitted as an option to teachers who deliver instruction throughout the day. **A request to telework must be approved by the principal PRIOR to beginning instruction from home.** Teachers only qualify for telework if they are under an order to isolate or quarantine from the TN Department of Health or a health care provider.

If an employee chooses not to telework during quarantine or isolation or cannot meet the requirements for telework, leave can be paid by requesting to use the Emergency Paid Sick Leave if the leave qualifies (up to 2 weeks or 80 hours for full-time employees).

- Documentation of an isolation or quarantine order from a health care provider.
- Teachers who telework are required to deliver course instruction throughout the day from home, answer student and parent emails within 24 hours, respond to student work, plan, and other school-related business each school day.
- Teachers must keep a work calendar and document 7.5 hours of school related lessons and activities for each school day they are isolated or quarantined. Lunch and planning time can be accounted for during the 7.5 hours.
- Principals will be held responsible for collecting required documentation, verifying accuracy, and turning it into the Central Office for processing in all cases of approved teleworking. There are strict rules and regulations about the way leave must be documented for payroll purposes.
- Teachers should already have emergency plans in place due to unforeseen absences and are not expected to do school work when using sick leave of any kind.

Employee Name _____ School: _____

Position: _____

Requested Dates for telework: _____

_____ I have attached documentation of quarantine or isolation order from a health care provider.

_____ I have attached a work calendar documenting delivery of instruction and school-related work for each day.

Employee Signature: _____ Date: _____

___ APPROVED ___ NOT APPROVED

Principal Signature: _____ Date: _____

CC: Angie Knight, HR Director