

**10 MONTH SCHOOL-BASED EMPLOYEES  
2018-19 Non-Student and Early Dismissal Days - Required Attendance**

	3 Hour Early Dismissal	Prof. Devel. Day	Prof. Devel. Day	3 Hour Early Dismissal	3 Hour Early Dismissal	Parent Conf.	3 Hour Early Dismissal	3 Hour Early Dismissal	3 Hour Early Dismissal	3 Hour Early Dismissal	Prof. Devel. Day	3 Hour Early Dismissal	3 Hour Early Dismissal	3 Hour Early Dismissal	3 Hour Early Dismissal	3 Hour Early Dismissal	Prof. Devel. Day	
	Oct. 3	Oct. 19	Nov. 7	Nov. 19	Nov. 20	Nov. 21	Jan. 23	Jan. 24	Jan. 25	Jan. 28	Feb. 5	Feb. 14	Feb. 15	Apr. 5	May 17	June 4	June 18	
Teacher	Yes	Yes*	Yes*	Yes	Yes	Yes	HIGH SCHOOLS ONLY			Yes*	Yes	ELEMENTARY ONLY			Yes*	Yes	Yes	Yes
Paraeducator	Yes	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Security Asst	Yes	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Nurse	Yes	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Health Asst	Yes	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Student Asst.	Yes	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Interpreter	Yes	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	No
10 Mo. Secretaries	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
10 Mo. Clerks	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

\* Eligible for telework per criteria outlined in the HCEA certificated employees negotiated agreement (Article 18; Section N):

HCEA certificated employees are eligible for telework during the professional work days designated for grading and reporting at the end of the first, second and third grading periods, and on the day of the Maryland State Education Association Convention, if that day is a duty day for teachers.

- a. The principal will determine which positions, if any may need to be on site for all or part of the day to support other professionals in the building or to fulfill their professional responsibilities.
- b. With the approval of the Principal, school-based educators who have demonstrated the ability to meet their professional responsibilities, including grade submissions according to Board policy may telework on the professional work day at the end of each of the first three marking periods.
- c. First year teachers will be required to work on site for the first two marking periods on these days.
- d. Upon request a written rationale will be provided by the supervisor to any educator whose request to telework is denied.
- e. Items a-d above do not apply to the MSEA Convention Day.