

STATE OF MISSISSIPPI DEPARTMENT OF EDUCATION	TOPIC: REMOTE WORK PROGRAM POLICY HYBRID POLICY-HOLIDAYS
EMPLOYEE PROCEDURES MANUAL	<u>SECTION: 7.12</u> <u>PAGE 1 OF 1</u> <u>EFFECTIVE DATE:</u> <u>NOV. 1, 2023</u> <u>REVISION #3:</u> <u>OCT. 21, 2025</u>

MISSISSIPPI DEPARTMENT OF EDUCATION

Hybrid Holiday Remote Work Arrangements

During the holiday season(s) and during school district vacations, temporary hybrid remote work arrangements *may* be available, subject to approval by Division Chiefs and the Office of Human Resources (OHR). These arrangements are approved on a case-by-case basis, with no expectation of ongoing continuance or recurrence.

Effective Fall 2025, temporary remote work arrangements may be available during the following dates:

- November 24, 2025, through November 26, 2025
- December 22, 2025, through December 24, 2025
- December 29, 2025, through December 31, 2025

During this period, Chiefs are responsible for ensuring at least one employee in each of its program offices is on site (CHS or Greymont) each working day from 8:00 a.m. to 5:00 p.m. While on site, that employee shall be responsible for answering the main phone line for that program office and onsite visitors. The individual onsite shall not be the same employee each working day. All other employees are permitted to remote work if an employee and his/her Chief determine remote work is appropriate during these periods, agree to the terms of the remote work arrangement, complete a remote work agreement, and file the agreement with OHR.

All remote work arrangements shall comply with the terms and conditions of MDE's remote work program policy found in Section 7.1 of the MDE Employee Procedures Manual.