July 29, 2020

TO: Assistant Superintendents  
Deputy Superintendent  
Complex Area Superintendents  
Principals (All)  
School Administrative Services Assistants and Secretaries

FROM: Cynthia A. Covell  
Assistant Superintendent

SUBJECT: Updates to the Families First Coronavirus Response Act Leave

This memo provides additional and updated information to the memo, Families First Coronavirus Response Act Leave, dated April 1, 2020. The Families First Coronavirus Response Act (FFCRA), which includes the Emergency Paid Sick Leave Act (EPSLA), and the Emergency Family and Medical Leave Expansion Act (EFMLEA) leave provisions are effective April 1, 2020, and apply to leave taken from April 1, 2020 through December 31, 2020. The FFCRA provides employees with paid sick leave and expanded family and medical leave for specified qualifying reasons related to COVID-19. Please see the attached FFCRA chart for eligibility criteria, how leave is taken, and the applicable leave codes for the leave request forms and Time and Attendance (TnA).

The form DOE OTM 300-030, COVID-19 EMERGENCY PAID LEAVE FORM (attached), along with the applicable leave request forms, Form G-1, Application for Leave of Absence, or the form DOE OTM 300-001, Application for Leave of Absence Certificated School-Level Employees, are required to be completed and submitted with the verifying documentation for each qualifying reason.

Administrators and/or supervisors are not responsible for approving or disapproving the FFCRA leaves. The Office of Talent Management (OTM) will be approving or disapproving the leaves based on the FFCRA provisions. However, administrators and/or supervisors are required to sign the Form DOE OTM 300-030 to acknowledge and to properly plan for employee absences due to the potential approval of the FFCRA leaves. Approval of the FFCRA leaves is contingent on employees not being able to report to work or telework.

Attached to this memo are frequently asked questions (FAQs). And, as a reminder, the FFCRA poster is also attached and must be posted at your school or office visible for all employees to view. The poster may also be viewed at:

For further questions related to Certificated employees, please contact Maile Horikawa at (808) 441-8348 or by email at maile.horikawa@k12.hi.us or for questions related to Classified employees, please contact Julia English at (808) 441-8349 or by email at julia.english@k12.hi.us.

CAC: gk
Attachments:
1) FFCRA Overview of EPSLA and EFMLEA Chart
2) DOE OTM 300-030 – COVID-19 Employee Paid Leave form
3) FFCRA Poster – WH1422 – Non-Federal
4) FAQ’s – Updated FFCRA Leave

c: Office of Fiscal Services - Operations Section; Leave Management Unit
   Personnel Regional Officers, Labor Relations Section, Employee Records and Transactions Section