



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF TALENT MANAGEMENT

December 31, 2020

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

FROM: Dr. Cynthia A. Covell *Cynthia A. Covell*
Assistant Superintendent
Cynthia A. Covell (Dec 31, 2020 16:08 HST)

SUBJECT: **Leave of Absence Update for Classified Employees and a Reminder Regarding Quarantine Leave – COVID-19 for Certificated Employees Leave**

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, will be ending on December 31, 2020. This memorandum updates COVID-19 leave information for classified employees.

Effective January 1, 2021, classified employees may use Administrative Leave for up to ten (10) calendar days for a mandatory health quarantine (health care provider confirmation) due to COVID-19. Please have affected employees complete the applicable Leave of Absence request forms using leave code "35"; these forms shall be kept at the school/office. Additionally, timekeepers will need to enter the leave in the Time and Attendance System (TnA), using "Administrative Leave-DOE (AdmDOE)."

If an employee becomes ill (COVID-19 positive) and misses work, they should use their sick leave or leave of absence (personal, vacation, family, Leave without Pay (LWOP), etc.) in accordance with their collective bargaining agreement provisions.

As a reminder, please review the December 16, 2020 memorandum for detailed information regarding the new Quarantine Leave that may be used for certificated employees (bargaining unit 05 and 06 only) for the following qualifying reasons:

1. An employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. An employee has been advised by a health care provider to self-quarantine related to COVID-19; or
3. An employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.

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

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