February 1, 2021

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

FROM: Dr. Cynthia A. Covell
      Assistant Superintendent

SUBJECT: Overview Chart for Quarantine Leave and Administrative Leave-COVID-19

The attached Overview of Paid Quarantine Leave and Paid Administrative Leave Chart-COVID-19 provides additional clarification that the Quarantine Leave (Certificated employees) and the Administrative Leave ( Classified employees) are two separate types of leaves.

Separate memos were provided for guidance as follows: 1) Quarantine Leave-COVID-19 for Certificated Employees and Leave of Absence Update for Classified Employees, dated December 16, 2020; and 2) Leave of Absence Update for Classified Employees and a Reminder Regarding Quarantine Leave-COVID-19 for Certificated Employees Leave, dated December 31, 2020.

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
Attachment

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