



STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF TALENT MANAGEMENT

February 1, 2021

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

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