




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

OFFICE OF TALENT MANAGEMENT

December 16, 2020

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

FROM: Dr. Cynthia A. Covell   
Assistant Superintendent  
Cynthia A. Covell (Dec 15, 2020 17:48 HST)

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

**Certificated Employees (Bargaining Unit 05 and 06 only)**

The Families First Coronavirus Response Act (FFCRA), which includes the Emergency Paid Sick Leave Act (EPSLA), allows employees to be covered by paid leave while having to quarantine due to COVID-19, is effective April 1, 2020 through December 31, 2020.

Effective immediately, and after exhausting the EPSLA leave, if an individual is required to quarantine due to the possibility of exposing others at work with the COVID-19 virus, certificated employees (bargaining unit 05 and 06 only) may utilize paid Quarantine Leave in accordance with the School Code Regulation #5411 C:

*“In the case of a quarantine, a statement from a government physician or a licensed physician certifying that the employee's presence at work would endanger the health of the others, will entitle the employee to leave with pay during the period of endorsed absence.”*

Like the EPSLA leave, the new quarantine leave may only be used 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.

Principals and Administrators may approve the Quarantine Leave. Please have affected employees complete the applicable Leave of Absence request form using the new leave "Quarantine Leave" and leave code "59."

**New Leave Code Information:**

**Quarantine Leave**

**Leave Code = "59"**

**Time and Attendance (TnA) System and Form 7 Leave Code = "J"**

In addition, documentation required for the Quarantine Leave would be a travel itinerary for the travel quarantine or a health care provider confirming that an employee has to self-quarantine with the dates of absence. The applicable leave form with the appropriate documentation shall be kept at the school or office. Also, timekeepers will need to enter the leave in the TnA System and the Form 7, using the new leave code "J".

**Classified Employees**

As for classified employees, the FFCRA leave is scheduled to end on December 31, 2020; however, there is current discussion by the Federal government to possibly extend the leave beyond December 31, 2020. We will be providing updated leave information as soon as more information is available.

Should you have any questions about the new quarantine leave for certificated employees, please contact Maile Horikawa at (808) 441-8348 or by email at [maile.horikawa@k12.hi.us](mailto:maile.horikawa@k12.hi.us). For questions about the leave of absence update for classified employees, please contact Julia English at (808) 441-8349 or by email at [julia.english@k12.hi.us](mailto: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