




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

OFFICE OF TALENT MANAGEMENT

October 21, 2020

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

FROM: Dr. Cynthia A. Covell   
Assistant Superintendent

SUBJECT: **Revised Family and Medical Leave Act and Hawaii Family Leave Law - Reference Materials, Forms, and Chart**

Effective July 1, 2020, HRS Chapter 398 related to the Hawaii Family Leave Law (HFLL) has been amended to add a definition to “sibling”:

*“Sibling means an individual who is a biological, adopted, or foster brother or sister; or stepbrother or stepsister of an employee.”*

In addition, the law has been amended to add grandchildren as a family member that an employee shall be entitled to care for:

*“To care for the employee’s child, spouse, reciprocal beneficiary, sibling, grandchild, or parent with a serious health condition.”*

Therefore, the attached reference materials have been revised accordingly and supersede the January 2016 Family and Medical Leave Act (FMLA) and HFLL - Reference Materials and Forms.

Please ensure that all Department of Education employees requesting to use leave for any of the qualifying reasons for taking FMLA and/or HFLL are given the following leave documents:

- DOE OTM 300-019, *Family Medical Leave Notice of Eligibility Rights and Responsibilities*
- *Overview of the Family and Medical Leave Act and the Hawaii Family Leave Law Chart*

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If you have further questions about the family and medical leave provisions, please contact Maile Horikawa for certificated employees at (808) 441-8348 or by email at [maile.horikawa@k12.hi.us](mailto:maile.horikawa@k12.hi.us) or Julia English for classified employees at (808) 441-8349 or by email at [julia.english@k12.hi.us](mailto:julia.english@k12.hi.us).

CAC:MH:JE

Attachments: 1) Family and Medical Leave Act and Hawaii Family Leave Law - Reference Materials and Forms  
2) Overview of the Family and Medical Leave Act and the Hawaii Family Leave Law Chart

c: Deputy Superintendent  
Office of Fiscal Services – Operations Section; Leave Management Unit  
Labor Relations Section; Personnel Regional Officers; Employee Records and Transaction Section