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
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 or Julia English for classified employees at (808) 441-8349 or by email at 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