



STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

August 29, 2021

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

FROM: Keith T. Hayashi
Interim Superintendent

A handwritten signature in blue ink, appearing to read "Keith T. Hayashi".

SUBJECT: **Employee Leaves Related to COVID-19**

The Department is implementing a robust, comprehensive COVID-19 testing plan that endeavors to protect the health and well-being of everyone. Therefore, there may be times that an employee may have to take a leave of absence due to COVID-19 related matters. Attached is a high-level overview of the current leaves that can be applied toward COVID-19 related leaves of absence.

Employees are encouraged to take the COVID-19 test during non-work hours; however, an employee may request a leave of absence if unable to. As a reminder, an employee must request a leave of absence, and the Administrator approves or disapproves in accordance with the collective bargaining agreement and/or School Code provisions (Certificated).

Important Reminder: If an employee is approved for a leave of absence without pay, please inform the Office of Fiscal Services (OFS), Payroll Office immediately to prevent any overpayments.

For questions related to the current leave of absence provisions, please email cert.trans@k12.hi.us for Certificated employees and email class.trans@k12.hi.us for Classified employees.

KTH:gk
Attachment

c: OFS, Operations Section
Personnel Regional Officers