



STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

October 28, 2021

TO: Deputy Superintendent
Assistant Superintendents
Complex Area Superintendents
Principals (All)

FROM: Keith T. Hayashi 
Interim Superintendent

SUBJECT: **Release Time for COVID-19 Vaccination Booster**

As operations permit, employees of the Hawaii State Department of Education are authorized to take up to two (2) hours off to get their COVID-19 booster shot during working hours. Employees who are not vaccinated are also authorized to take up to two (2) hours off to get their initial and second COVID-19 vaccination shots during working hours, as indicated in the January 22, 2021 memo titled [Release Time for COVID-19 Vaccination](#).

Employees shall coordinate with and receive authorization from their supervisor prior to the scheduled appointment(s). Employees must complete and submit to their supervisor the applicable leave request form (e.g., G-1 or DOE OTM 300-001), notating "Release Time-Vaccine" for the type of leave up to two (2) hours with the appropriate proof of registration or similar documentation attached. The applicable leave form and appropriate documentation shall be kept at the school or office. Also, timekeepers will need to enter the leave in the Time and Attendance (TnA) System and the Form 7, using leave code "{" by selecting "Release Time-Vaccine" from the TnA drop down menu.

New Leave Code Information: Release Time Vaccine Leave
Leave Code = "58"
TnA System and Form 7 Leave Code = "{"

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Should you have any questions, please contact Ainoa Naniolo, Personnel Director,
Employee Relations Branch, at (808) 441-8453 or by email at ainoa.naniolo@k12.hi.us.

SB:jl
Attachments

c: Phyllis Unebasami, Deputy Superintendent
Sean Bacon, Assistant Superintendent, Office of Talent Management (OTM)
Office of Fiscal Services - Leave Management Unit
OTM - Personnel Assistance Branch Director; Personnel Regional Officers;
Personnel Management Branch; Records & Transactions Section; Employee
Relations Branch; Labor Relations
Hawaii Government Employees Association
Hawaii State Teachers Association
United Public Workers