



STATE OF HAWAII  
DEPARTMENT OF EDUCATION

P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF TALENT MANAGEMENT

November 15, 2021

**Circulate and Post**

TO: Assistant Superintendents  
Complex Area Superintendents  
Principals (All)

FROM: Sean Bacon  
Interim Assistant Superintendent

SUBJECT: **Teacher Sabbatical Leave for School Year 2022-2023**

Teacher sabbatical leave applications are now being accepted for the school year 2022-2023. Teachers may apply for one semester or one entire school year.

The Agreement between the Board of Education and the Hawaii State Teachers Association stipulates that the sabbatical leave selection criteria shall be posted in every school or administrative office.

Please post this memo and the *Teacher Selection Criteria/Rating Scale* in an accessible area until January 7, 2022. Please also ensure that this information is distributed to all teachers. These documents may be downloaded by visiting the Office of Talent Management (OTM), Employee Records and Transactions Section's intranet [website](#) under Sabbatical Leave.

The following deadlines must be followed:

By January 7, 2022 Teacher submits [DOE OTM 100-001, Sabbatical/Professional Improvement Leave for Certificated Employees](#), and supporting documents to principal/supervisor and Complex Area Superintendent (CAS) for review and signatures.

By January 21, 2022 CAS/Personnel Regional Officer sends DOE OTM 100-001 form via courier to OTM; Employee Records and Transactions Section; Attention: Maile Horikawa, Teacher Sabbatical Leave; Dole Cannery, Suite 300.

Assistant Superintendents, et al.

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By February 25, 2022 OTM sends notification of approval or non-approval to all applicants.

By March 18, 2022 Teacher returns the signed Contract for Sabbatical Leave to OTM, Employee Records and Transactions Section; Attention: Maile Horikawa, Teacher Sabbatical Leave; Dole Cannery, Suite 300.

Should there be any questions, please contact Maile Horikawa, Personnel Specialist, at (808) 441-8348 or via email at [maile.horikawa@k12.hi.us](mailto:maile.horikawa@k12.hi.us).

SB:mh

- Attachments:
- (1) Teacher Sabbatical Leave Information
  - (2) Teacher Sabbatical Leave Selection Criteria/Rating Scale
  - (3) [DOE OTM 100-001](#), Sabbatical/Professional Improvement Leave for Certificated Employees
  - (4) [DOE OTM 100-001Ins](#), Sabbatical/Professional Improvement Leave for Certificated Employees - Instructions/Criteria

c: Deputy Superintendent  
Hawaii State Teachers Association  
Certificated Personnel Regional Officers