



STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

January 11, 2022

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

FROM: Keith T. Hayashi 
Interim Superintendent

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

The Department of Health (DOH) has recently revised the state's COVID-19 isolation and quarantine guidance to align closely with the Centers for Disease Control and Prevention (CDC) recommendations. These changes were effective Monday, January 10, 2022.

Therefore, this memorandum supersedes the August 29, 2021, *Employee Leaves Related to COVID-19* memorandum and all previous COVID-19 leave charts. Attached is an updated chart, which clarifies the leaves applied toward COVID-19 related reasons.

As a reminder, employees 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 more information on the types of leave of absences available, please visit our [Leave of Absence site](#). For questions related to the current leave of absence provisions, please email cert.trans@k12.hi.us for Certificated and email class.trans@k12.hi.us for Classified.

KTH:gk
Attachment

c: OFS, Operations Section
Personnel Regional Officers

Overview of COVID-19 Related Leave Chart

Purpose	<ul style="list-style-type: none"> For someone who is going to take a COVID-19 Vaccination 		<ul style="list-style-type: none"> Positive for COVID-19 regardless of vaccination status COVID-19 symptoms (even mild), regardless of vaccination status 		<ul style="list-style-type: none"> Close contact with a person who has COVID-19 who is not boosted, not fully vaccinated recently, or unvaccinated 	
Who is eligible?	Salaried Classified Employees (BU 01, 02, 03, 04, 09, 10, 13, and their excluded counterparts) Salaried Certificated Employees (BU 05, 06, and their excluded counterparts)	Salaried Classified Employees (BU 01, 02, 03, 04, 09, 10, 13, and their excluded counterparts)	Salaried Certificated Employees (BU 05, 06, and their excluded counterparts)	Salaried Classified Employees (BU 01, 02, 03, 04, 09, 10, 13, and their excluded counterparts)	Salaried Certificated Employees (BU 05, 06, and their excluded counterparts)	
Type of Leave	Release Time for COVID-19 Vaccination	Sick/Vacation/Personal OR Leave Without Pay (LWOP)	Quarantine Leave	Administrative Leave	Quarantine Leave	
How much leave may be taken?	<ul style="list-style-type: none"> Employees are authorized to take up to two (2) hours during working hours if not able to schedule their vaccination during non-work hours/days 	<ul style="list-style-type: none"> Five (5) calendar days; and If symptoms have not resolved after day 5, staff should remain in isolation until all symptoms have resolved, up to day 10 	<ul style="list-style-type: none"> Five (5) calendar days of Quarantine Leave if Department directed or healthcare provider documentation to quarantine; OR must use Sick/Vacation/Personal or LWOP If symptoms have not resolved after day 5, staff should remain in isolation until all symptoms have resolved, up to day 10 using Sick/Vacation/Personal or LWOP 	<ul style="list-style-type: none"> Five (5) calendar days of Administrative Leave if Department directed or healthcare provider documentation to quarantine; OR must use Sick/Vacation/Personal or LWOP 	<ul style="list-style-type: none"> Five (5) calendar days of Quarantine Leave if Department directed or healthcare provider documentation to quarantine; OR must use Sick/Vacation/Personal or LWOP 	
How may leave be taken?	<ul style="list-style-type: none"> As needed to take the required dose(s) 	<ul style="list-style-type: none"> In accordance with the collective bargaining provisions (e.g., healthcare provider documentation for five (5) days or more for Sick leave) 	<ul style="list-style-type: none"> In accordance with the School Code provisions (e.g., healthcare provider documentation for more than five (5) days of Sick leave) 	<ul style="list-style-type: none"> In accordance with the collective bargaining provisions (e.g., healthcare provider documentation for five (5) days or more for Sick leave) 	<ul style="list-style-type: none"> In accordance with the School Code provisions (e.g., healthcare provider documentation for more than five (5) days of Sick leave) 	
Forms to complete and file at the school or office	Form DOE OTM 300-001 OR Form DOE G-1 Appropriate proof of registration or similar documentation attached	Form DOE OTM 300-001 OR Form DOE G-1 Appropriate documentation if applicable related to the leave provisions	Form DOE OTM 300-001 OR Form DOE G-1 <ul style="list-style-type: none"> Quarantine Leave (leave code 59) Appropriate documentation if applicable related to the leave provisions	Form DOE G-1 <ul style="list-style-type: none"> Administrative Leave – DOE (leave code 35) Appropriate documentation if applicable related to the leave provisions	Form DOE OTM 300-001 OR Form DOE G-1 <ul style="list-style-type: none"> Quarantine Leave (leave code 59) Appropriate documentation if applicable related to the leave provisions	

Overview of COVID-19 Related Leave Chart – COVID-19

Type of Leave on Leave Request Form	TnA Leave "Drop Down" Menu	TnA Form 7 Code	TnA Form 7 Legend	SFE/TSEAS Form DOE G-1 Form DOE OTM 300-001 Code
Quarantine Leave	"Quarantine Leave"	"] "	"] (59) Quara Leave "	59
Administrative Leave	" Admin Lv - DOE"	" w "	"w (35) Admin DOE "	35
Release Time Vaccine Leave	" { "	" { "	"58"	58