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:kg
Attachment

c: OFS, Operations Section
    Personnel Regional Officers
## Overview of COVID-19 Related Leave Chart

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Who is eligible?</th>
<th>How much leave may be taken?</th>
<th>How may leave be taken?</th>
<th>Forms to complete and file at the school or office</th>
</tr>
</thead>
<tbody>
<tr>
<td>● For someone who is going to take a COVID-19 Vaccination</td>
<td>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)</td>
<td>● 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</td>
<td>● As needed to take the required dose(s)</td>
<td>Form DOE OTM 300-001 OR Form DOE G-1 Appropriate proof of registration or similar documentation attached</td>
</tr>
<tr>
<td>● Positive for COVID-19 regardless of vaccination status</td>
<td>Salaried Classified Employees (BU 01, 02, 03, 04, 09, 10, 13, and their excluded counterparts)</td>
<td>● Five (5) calendar days of Quarantine Leave if Department directed or healthcare provider documentation to quarantine; OR must use Sick/Vacation/Personal or LWOP</td>
<td>● In accordance with the collective bargaining provisions (e.g., healthcare provider documentation for more than five (5) days of Sick leave)</td>
<td>Form DOE OTM 300-001 OR Form DOE G-1 Appropriate documentation if applicable related to the leave provisions</td>
</tr>
<tr>
<td>● COVID-19 symptoms (even mild), regardless of vaccination status</td>
<td>Salaried Certificated Employees (BU 05, 06, and their excluded counterparts)</td>
<td>● Five (5) calendar days of Quarantine Leave if Department directed or healthcare provider documentation to quarantine; OR must use Sick/Vacation/Personal or LWOP</td>
<td>● In accordance with the collective bargaining provisions (e.g., healthcare provider documentation for more than five (5) days of Sick leave)</td>
<td>Form DOE OTM 300-001 OR Form DOE G-1 Appropriate documentation if applicable related to the leave provisions</td>
</tr>
<tr>
<td>● Close contact with a person who has COVID-19 who is not boosted, not fully vaccinated recently, or unvaccinated</td>
<td>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)</td>
<td>● Five (5) calendar days of Quarantine Leave if Department directed or healthcare provider documentation to quarantine; OR must use Sick/Vacation/Personal or LWOP</td>
<td>● In accordance with the School Code provisions (e.g., healthcare provider documentation for more than five (5) days of Sick leave)</td>
<td>Form DOE OTM 300-001 OR Form DOE G-1 Appropriate documentation if applicable related to the leave provisions</td>
</tr>
</tbody>
</table>

### Types of Leave
- **Release Time for COVID-19 Vaccination**
- **Sick/Vacation/Personal OR Leave Without Pay (LWOP)**
- **Quarantine Leave**
- **Administrative Leave**
- **Quarantine Leave**

### How may leave be taken?
- 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
- In accordance with the collective bargaining provisions (e.g., healthcare provider documentation for more than five (5) days of Sick leave)
- 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
- Form DOE G-1
- Appropriate proof of registration or similar documentation attached

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Revised 1/10/2022
## Overview of COVID-19 Related Leave Chart – COVID-19

<table>
<thead>
<tr>
<th>Type of Leave on Leave Request Form</th>
<th>TnA Leave &quot;Drop Down&quot; Menu</th>
<th>TnA Form 7 Code</th>
<th>TnA Form 7 Legend</th>
<th>SFE/TSEAS Form DOE G-1 Form DOE OTM 300-001 Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarantine Leave</td>
<td>&quot;Quarantine Leave&quot;</td>
<td>&quot; ] &quot;</td>
<td>&quot; ] (59)</td>
<td>Quara Leave &quot; 59</td>
</tr>
<tr>
<td>Administrative Leave</td>
<td>&quot; Admin Lv - DOE&quot;</td>
<td>&quot; w &quot;</td>
<td>&quot;w (35)</td>
<td>Admin DOE &quot; 35</td>
</tr>
<tr>
<td>Release Time Vaccine Leave</td>
<td>&quot;{&quot;</td>
<td>&quot;{&quot;</td>
<td>&quot;58&quot;</td>
<td></td>
</tr>
</tbody>
</table>

Revised 1/10/2022