




STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF TALENT MANAGEMENT

September 19, 2022

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

FROM: Sean Bacon 
Interim Assistant Superintendent
Sean Bacon (Sep 19, 2022 13:12 HST)

SUBJECT: **Updated Overview of COVID-19 Related Leave Chart – Close Contacts**

With the Centers for Disease Control and Prevention (CDC) recommendation and the Department of Health (DOH) recently revising the quarantine guidance related to COVID-19 exposure as close contacts effective August 15, 2022, employees are no longer required to quarantine for exposure to someone who is COVID-19 positive. Therefore, the attached Overview of COVID-19 Related Leave Chart has been updated and supersedes the leave chart dated March 10, 2022.

Employees are still required to isolate when COVID-19 positive or quarantine for any COVID-19 symptoms. 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.

Please visit our Leave of Absence site for more information on the types of leave of absence available. 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.

SB: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 	
Type of Leave	Release Time for COVID-19 Vaccination	Administrative Leave (Classified) (Effective 1/1/2022)	Quarantine Leave (Certificated)
Who is eligible?	<ul style="list-style-type: none"> ● 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) 	<ul style="list-style-type: none"> ● Salaried Classified Employees (BU 01, 02, 03, 04, 09, 10, 13, and their excluded counterparts) 	<ul style="list-style-type: none"> ● Salaried Certificated Employees (BU 05, 06, and their excluded counterparts)
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 of Administrative Leave if Department directed or healthcare provider documentation to quarantine; OR must use Sick/Vacation/ Personal or Leave Without Pay (LWOP) ● If symptoms have not improved after day 5, staff should remain in isolation until all symptoms have improved, using Sick/Vacation/Personal or LWOP unless Department directed or healthcare provider documentation to quarantine is submitted 	<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 improved after day 5, staff should remain in isolation until all symptoms have improved, using Sick/Vacation/Personal or LWOP unless Department directed or healthcare provider documentation to quarantine is submitted
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)
Forms to complete and file at the school or office	Form DOE OTM 300-001 OR Form DOE G-1 <ul style="list-style-type: none"> ● Release Time Vaccine Leave (leave code 58) Appropriate proof of registration or similar documentation attached	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