



STATE OF HAWAII
DEPARTMENT OF EDUCATION
KA 'OIHANA HO'ONA'AUAO
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

December 22, 2022

Certified Mail No. 7022 0410 0001 5763 3278
Return Receipt Requested

Ms. Andrea Eshelman
Deputy Executive Director
Hawaii State Teachers Association
1200 Ala Kapuna Street
Honolulu, Hawaii 96819

Re: Administrative Leave During the 2022 Holiday Season

Dear Ms. Eshelman:

Thank you for your inquiry about the Hawaii State Department of Education's (Department) December 12, 2022, memorandum regarding administrative leave during the 2022 holiday season, which referenced a memorandum from Governor Josh Green, M.D., dated December 9, 2022.

The Department has confirmed that the intent of this administrative leave is to allow employees whose normal work days include December 23, 2022, and December 30, 2022, to have time off to be with their families during the holidays.

The Department notes that members of Bargaining Unit 05 are not assigned to work on December 23, 2022, and December 30, 2022, as it falls during winter break when schools are not in session. Employees whose schedules already include time off on these days are not eligible for administrative leave. Additionally, as a matter of precedent, in past years, when administrative leave on Christmas Eve and New Year's Eve had been granted, leave was not extended to teachers and other employees who were not scheduled to work during winter break.

The Department appreciates the extraordinary dedication and commitment of its teachers; however, administrative leave will not be provided to members of Bargaining Unit 05 and other employees who are not required to work on those days.

Ms. Andrea Eshelman
December 22, 2022
Page 2

Thank you for upholding our commitment to providing high-quality instruction for our students and minimizing disruptions to in-person learning. I wish you a very safe and happy holiday season.

Sincerely,



Keith T. Hayashi
Superintendent

KTH:an

c: Deputy Superintendents

Sean Bacon, Assistant Superintendent, Office of Talent Management (OTM)

Ainoa Naniolo, Interim Personnel Director, Employee Relations Branch, OTM

Brenna Hashimoto, Director, State of Hawaii, Department of Human Resources
Development