


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

OFFICE OF TALENT MANAGEMENT

August 14, 2023

TO: Assistant Superintendents  
Complex Area Superintendents (Maui)  
Principals (Maui)  
School Administrative Services Assistants and Secretaries (Maui)

FROM: Sean Bacon   
Sean Bacon (Aug 15, 2023 05:21 HST)  
Assistant Superintendent

**SUBJECT: Administrative Leave for Maui Island Employees**

The Hawaii State Department of Education recognizes that employees may still need to attend to their own personal fire-related emergencies. The Superintendent has authorized Assistant Superintendents (State offices), Complex Area Superintendents (District/Complex offices), and Principals of Maui schools to allow Administrative Leave from August 14, 2023, through August 17, 2023, for salaried employees that reside on Maui Island, including 89-day hire employees in established classified personnel positions. These provisions shall not apply to other hourly or per diem casual employees.

Employees may request a leave of absence from their job on a case-by-case basis and must be approved by your Administrator as mentioned above. Employees will need to complete the applicable Leave of Absence request forms using leave code "35" (Admin-DOE). Additionally, timekeepers will need to enter the leave in the Time and Attendance System (TnA) using "Administrative Leave-DOE (AdmDOE)".

Note: Administrative Leave has been approved and will be inputted into the TnA system by the Office of Fiscal Services (OFS) for employees at King Kamehameha III Elementary, Lahainaluna High, Lahaina Intermediate, and Princess Nahienaena Elementary due to school closures from August 8, 2023, through August 17, 2023. In addition, Administrative Leave has been approved for employees at King Kekaulike High due to school closure from August 9, 2023 until a re-opening date is determined.

Assistant Superintendents, et al.

August 14, 2023

Page 2

Should you have any questions, please contact Maile Horikawa for Certificated Personnel at (808) 441-8348 or by email at [maile.horikawa@k12.hi.us](mailto:maile.horikawa@k12.hi.us), or contact Julia English for Classified Personnel at (808) 441-8349 or by email at [julia.english@k12.hi.us](mailto:julia.english@k12.hi.us).

SB:mh:je

c: Deputy Superintendents  
OFS - Operations Section, Leave Management Unit  
Personnel Regional Officers, Labor Relations Section, Employee Records and  
Transactions Section