


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

OFFICE OF THE SUPERINTENDENT

July 15, 2024

TO: All Salaried Employees

FROM: Keith T. Hayashi  
Superintendent 

SUBJECT: Maui Wildfires Leave Share Program

Our Maui 'ohana are still at the top of our minds and hearts, and we are comforted to see the great strides made as recovery progresses from the devastating wildfires.

In the spirit of Nā Hopena A'o and Ne'epapa, the Hawaii State Department of Education (Department) authorized the Maui Wildfires Leave Share Program. All of the Department's salaried employees are invited to donate leave to co-workers who lost or suffered severe damage to their primary place of residence due to the wildfires on the island of Maui. This leave donation will provide affected employees with additional leave to address personal business needed to recover from this loss.

The Maui Wildfires Leave Share Program is jointly administered and implemented by the Department's Office of Fiscal Services (OFS) and Office of Talent Management (OTM). Detailed guidance and forms are attached.

Maui Wildfire Leave Share Program Donors

Salaried employees with accumulated leave are invited to donate up to a maximum of ten (10) days to the special Maui Wildfires Leave Share Bank by completing the attached Maui Wildfires Leave Share Program-Donation Form.

Note: The Maui Wildfires Leave Share Program is a unique, one-time, standalone leave sharing program. A donor may participate in the Maui Wildfires Leave Share Program, provided the leave donor has a sufficient accrued leave balance available.

Maui Wildfires Leave Share Program Recipients

Salaried employees who lost or suffered severe damage to their primary place of residence as a result of the wildfires on the island of Maui are invited to request leave by completing the attached Maui Wildfires Leave Share Program Application. Applications are due by September 13, 2024.

Recipients submitting an application may receive up to a maximum of ten (10) days. In the event there is insufficient leave to award all eligible recipients the maximum ten (10) days, the donated leave will be divided equally amongst the eligible recipients.

Key Program Dates

- July 15, 2024 through September 13, 2024: Maui Wildfires Leave Share Program applications and donation forms will be accepted. Recipients and donors must complete and submit the required forms no later than the close of business on September 13, 2024.
- October 15, 2024: Recipients will be notified of donated leave. Donated leaves may be taken upon receipt of the Maui Wildfires Leave Share Program approval letter.
- June 30, 2025: Recipients must use all donated leave days by this date. Any remaining donated leave days not utilized through the Maui Wildfires Leave Share Program will be transferred to the Department's Leave Sharing Program Central Leave Bank.

Employees with questions regarding their personal accrued leave balances should contact their timekeeper to obtain a copy of their Form 7. Leave Share Program-related questions may be directed as follows:

- Certificated Personnel – Maile Horikawa, (808) 441-8348 or maile.horikawa@k12.hi.us.
- Classified Personnel – Julia English, (808) 441-8349 or julia.english@k12.hi.us.
- Time and Attendance (TnA) – Sean Murakami, (808) 784-6010 or sean.murakami@k12.hi.us.

KTH:mh  
Attachments

- c: Deputy Superintendents  
Assistant Superintendents  
Complex Area Superintendents  
Principals (All)  
OFS - Operations Section, Leave Management Unit  
Office of Information Technology Services - Enterprise Services Branch, TnA Unit  
OTM - Human Resources Regional Officers, Labor Relations Section, Employee Records  
and Transactions Section

## Maui Wildfires Leave Share Program Guidelines

### I. Purpose

To assist Hawaii State Department of Education (Department) employees in donating leave to help other Department employees who lost their primary place of residence or suffered severe damage to their primary place of residence as a result of the wildfires on the island of Maui. Maui Wildfires Leave Share Program recipients will be able to use the donated leave to address Maui wildfire-related needs (e.g., repairs/reconstruction, insurance-related, etc.).

### II. Definitions

**“Leave Donor”** means any 10-month or 12-month salaried employee donating accumulated vacation (12-month employees) or sick leave (10-month employees) credits to the Maui Wildfires Leave Share Program.

**“Eligible Employee”** means any salaried employee in the Department on active, paid status and without regard to appointment type (e.g., permanent/temporary civil service, appointed, exempt, temporary appointment outside list). Does not apply to 89-day hire employees and other casual, hourly, or per diem employees.

**“Maui Wildfires Leave Share Program”** is an optional, temporary leave share program under which eligible 12-month employees may donate accumulated vacation leave credits, and eligible 10-month employees may donate accumulated sick leave credits to or request Maui Wildfires Leave Share credits from the Department's Maui Wildfires Leave Share Bank.

**“Primary Place of Residence”** is the dwelling where the employee usually lives, typically a house or an apartment. A person can only have one (1) primary place of residence at any given time.

**“Recipient”** means an eligible employee awarded leave credits under the Maui Wildfires Leave Share Program.

### III. Responsibilities

A. Principals and Administrators shall:

1. Approve the use of Maui Wildfires Leave Share to the extent possible without interfering with normal operations. Approval of requested time off to affected employees will remain at the discretion of principals and administrators in consideration of the impact the absences will have on their school or office and in accordance with collective bargaining provisions and personnel policies and procedures, as applicable;

2. Ensure that an employee is not directly or indirectly intimidated, threatened, or coerced; or does not attempt to intimidate, threaten, or coerce any other employee to interfere with any right such employee may have concerning donating, receiving, or using leave under this Maui Wildfires Leave Share Program; and
  3. Monitor the employee's status on Maui Wildfires Leave Share to ensure appropriate leave use.
- B. State Office shall:
1. Monitor and facilitate the accumulation and distribution of Maui Wildfires Leave Share donations; and
  2. Ensure days donated are divided equally amongst eligible employees, up to a maximum of ten (10) days.
- C. Eligible Employees and Leave Donors shall:
1. Indicate their interest in donating or requesting from the Maui Wildfires Leave Share Program during the designated solicitation period.

**IV. General Provision**

- A. Duration of the Maui Wildfires Leave Share Program:
1. Implementation effective date: July 15, 2024.
  2. End date: June 30, 2025.

During the solicitation period of two (2) months (July 15, 2024, to September 13, 2024), employees may donate to or request shared leave from the Maui Wildfires Leave Share Program. Recipients will be notified of donated leave no later than October 15, 2024.

- B. The Maui Wildfires Leave Share Program will be available to all eligible employees who lost or suffered severe damage to their primary place of residence due to the wildfires on Maui.
- C. Schools and offices must ensure that normal operations are maintained.
- D. 12-month Maui Wildfires Leave Share Program recipients do not need to exhaust their accumulated vacation leave balance to participate.
- E. 10-month Maui Wildfires Leave Share Program recipients do not need to exhaust their accumulated sick leave balance to participate.

- F. Use is limited to Maui wildfire-related needs (e.g., repairs/reconstruction, insurance-related, non-availability of usual childcare, etc.). It is not to be substituted for any leave (paid or unpaid) or used for other reasons.
- G. An eligible employee can receive up to a cumulative total of ten (10) days of Maui Wildfires Leave Share donations.
- H. Maui Wildfires Leave Share can be used all at once or intermittently.
- I. Maui Wildfires Leave Share shall be taken in full-day increments.
- J. Maui Wildfires Leave Share donations not used by the end of the Maui Wildfires Leave Share Program will be automatically forfeited by the employee and moved to the Leave Sharing Program Central Leave Bank.

**V. Donation of Leave to Maui Wildfires Leave Share**

- A. Donations shall be voluntary and remain anonymous.
- B. Leave donors shall not solicit nor accept anything of value in exchange for the donation.
- C. A leave donor shall not be allowed to take back a leave donation once transferred to the Maui Wildfires Leave Share Bank.
- D. Leave donors can donate a maximum of ten (10) days to the Maui Wildfires Leave Share Program. Donated leave shall be donated in full-day increments.
- E. 12-month employees entitled to earn and use vacation leave days can only donate accumulated vacation leave days.  
  
10-month employees who are not entitled to earn and use vacation leave days may only donate sick leave days.
- F. Leave donors may participate in the Maui Wildfires Leave Share Program, provided the leave donor has sufficient accrued leave balance.
  - 1. 12-month employees donating to the Maui Wildfires Leave Share Program are to maintain a balance of at least ten (10) vacation days after the donation is made. This ensures that the employee has leave available should they suddenly need to take leave.
  - 2. 10-month employees donating to the Maui Wildfires Leave Share Program are to maintain a balance of at least thirty (30) sick days after the donation is made. This ensures that the employee has leave available should they suddenly need to take leave.

**VI. Request to Receive Donations Under the Maui Wildfires Leave Share Program**

- A. Recipient Eligibility
  1. All salaried employees are eligible, regardless of their leave balances;
  2. Must be on active, paid status; and
  3. Must have lost or suffered severe damage to their primary place of residence due to the Maui wildfires.
- B. Employees are required to submit their Maui Wildfires Leave Share Program application during the designated solicitation period. Requests shall be in full-day increments.
- C. Final reviews will be conducted by the State Office and distributed through the Time and Attendance (TnA) Leave system.

**VII. Selection of Recipients**

- A. Employees who have submitted a request for Maui Wildfires Leave Share during the designated solicitation period and lost or suffered severe damage to their primary place of residence due to the wildfires on Maui are eligible to receive shared leave.
- B. Once all eligible recipients are identified, donations are collected and information validated:
  1. The Department will divide the donated leave into equal amounts, by full work days, to all recipients up to the ten (10) day maximum;
  2. In the event there is insufficient leave donated to award all recipients the maximum of ten (10) days, the Department is to divide the leave equally amongst the recipients; and
  3. Any remaining leave days not utilized through the Maui Wildfires Leave Share Program will move to the Department's Leave Sharing Program Central Leave Bank.

**VIII. Use of Maui Wildfires Leave Share Donations**

- A. Recipients receiving donated leave must use it in full-day increments all at once or on an intermittent basis to address Maui wildfire-related needs (e.g., repairs/ reconstruction, insurance-related, non-availability of usual childcare). Donated leave is not to be substituted for any leave (paid or unpaid) that has already been scheduled prior to the effective date of the Maui Wildfires Leave Share Program. Requests for use of shared leave must be submitted at least 48 hours in advance of the absence and approved by the supervisor.

- B. While using the donated leave from the Maui Wildfires Leave Share Program, a recipient shall continue to earn and accrue sick and vacation leave credits consistent with applicable leave provisions.
- C. Any remaining donated leave days not utilized through the Maui Wildfires Leave Share Program will be transferred to the Department's Leave Sharing Program Central Leave Bank.
- D. Should the recipient's appointment end or they are separated from service before using the Maui Wildfires Leave Share donations, the remaining balance will revert to the Leave Sharing Program Central Leave Bank.

**IX. Recordkeeping and Reporting**

- A. Official leave and attendance records must be maintained in the TnA Leave system and the employee's leave folder.
- B. Recipients and their respective Timekeepers will be notified of the award via an acceptance/approval letter from the Maui Wildfires Leave Share Program by October 15, 2024.
- C. A separate leave code and category will be established in the TnA Leave system for Maui Wildfires Leave Share leave credits, and awarded credits will be made available through the recipients' TnA Employee Record.
- D. Recipients must submit the appropriate leave request form to be reviewed, approved/disapproved, and processed in accordance with established leave procedures. Donated leave may be taken upon receipt of the Maui Wildfires Leave Share Program approval letter.



# MAUI WILDFIRES LEAVE SHARE PROGRAM APPLICATION

DEPARTMENT OF EDUCATION  
Office of Talent Management (OTM)  
Employee Records and Transactions Section (ERTS)  
P.O. Box 2360 Honolulu, HI 96804  
Updated 06/05/2024

## I. EMPLOYEE INFORMATION

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Last First M.I.  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Tel#: \_\_\_\_\_ Position: \_\_\_\_\_ School/Office: \_\_\_\_\_

## II. CERTIFICATION OF ELIGIBILITY AND APPLICATION FOR APPROVAL TO RECEIVE MAUI WILDFIRES LEAVE SHARE PROGRAM DONATIONS

I certify and have so indicated below that I meet each of the following conditions to be an eligible Maui Wildfires Leave Share Program recipient. I understand I may receive up to ten (10) days of donated leave.

Employee  
Initials

Verifying  
Supervisor's  
Initials

- |   |                          |   |                          |
|---|--------------------------|---|--------------------------|
| 1 | <input type="checkbox"/> | Employee lost, or suffered severe damage to, their primary place of residence due to the Maui wildfires.                                    | <input type="checkbox"/> |
| 2 | <input type="checkbox"/> | Salaried employee.  | <input type="checkbox"/> |
| 3 | <input type="checkbox"/> | Active paid employee status.  | <input type="checkbox"/> |
| 4 | <input type="checkbox"/> | Use is limited to Maui wildfire related needs (e.g., repairs/reconstruction, insurance-related, non-availability of usual childcare, etc.). | <input type="checkbox"/> |

\_\_\_\_\_  
Signature of employee or representative

\_\_\_\_\_  
Date MM/DD/YYYY

## III. PRINCIPAL/ADMINISTRATOR REVIEW

I verify the above employee statements to be true and correct to the best of my knowledge.

\_\_\_\_\_  
Print Name of Principal/Administrator

\_\_\_\_\_  
Print name of School/Office Contact (e.g. SASA/Secretary)

\_\_\_\_\_  
Principal/Administrator Signature:

\_\_\_\_\_  
Date MM/DD/YYYY



