



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

OFFICE OF THE SUPERINTENDENT

February 9, 2026

TO: Deputy Superintendents
Assistant Superintendents
Complex Area Superintendents
Principals (All)

FROM: Keith T. Hayashi
Superintendent

A handwritten signature in blue ink, appearing to read "Keith T. Hayashi", written over the printed name and title.

SUBJECT: Administrative Leave for Monday, February 9, 2026

Due to expected severe weather conditions, the Hawai'i State Department of Education (DOE) schools and offices statewide will be closed on Monday, February 9, 2026.

The following guidelines are to be used to determine proper attendance for all affected employees, including 89-day hire employees in established classified positions. These provisions shall not apply to other hourly or per diem casual employees.

1. Employees who are required to work and report on Monday, February 9, 2026, shall be considered as having worked their normal day of work and shall not be granted equivalent time off at a later date.
2. Employees who are on their scheduled day off shall not be granted equivalent time off at a later date.
3. Employees who are on approved leave should be continued on leave status without any adjustment to their leave records and shall not be granted equivalent time off at a later date.

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For affected employees, please have them complete the applicable Form DOE G-1 "Application for Leave of Absence" or Form DOE OHR 300-001 "Application for Leave of Absence Certificated School-Level Employees". As with any DOE-directed closure by the Superintendent, Assistant Superintendent, or Complex Area Superintendent, please use the leave type "Administrative Leave - DOE (AdmDOE)" on the DOE G-1/DOE OTM 300-001 (leave code "35" in TSEAS and code "w" on the Form 7).

Should you have further questions, please contact Julia English at (808) 441-8349 for Classified Personnel or Sheri Uyematsu at (808) 441-8373 for Certificated Personnel.

Please stay safe and keep informed about ongoing severe weather updates.

KTH:mh

c: Office of Fiscal Services, Accounting Services Branch, Operations Section
Office of Talent Management, Human Resources Regional Offices, Personnel
Management Branch