



STATE OF HAWAII  
DEPARTMENT OF EDUCATION

P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF TALENT MANAGEMENT

February 14, 2020

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

FROM: Cynthia A. Covell  
Assistant Superintendent *Cynthia A. Covell*

SUBJECT: **Administrative Leave – COVID-19**

Due to the COVID-19 (formerly known as novel Coronavirus), employees who have traveled to China or may have been exposed to individuals that have the virus, may be contacted by the Hawaii Department of Health (DOH) and asked to self-isolate at home while being monitored by the DOH.

Please use the following guidelines for Administrative Leave when an employee is placed on “home monitoring” related to the COVID-19:

1. If an employee, Principal, or Administrator receives notification from the Hawaii DOH recommending an employee of the Department of Education be “home-monitored”, the Principal, or Administrator should inform the Complex Area Superintendent (CAS) or Assistant Superintendent (AS). The CAS or AS has the authority to grant Administrative Leave (leave code 35) after verifying the employee’s “home-monitoring” status. The CAS or AS will notify the AS of the Office of Talent Management (OTM) of any Administrative Leave granted for the COVID-19.
2. Administrative Leave may be granted for a maximum of 14 days for only the quarantine or home monitoring as designated by DOH. For any absence beyond the Administrative Leave period, employees will have to use their own appropriate leave (paid leave or leave without pay).

Please have affected employees complete the applicable Leave of Absence request forms using leave code “35”; these forms shall be kept at the school/office. Additionally, timekeepers will need to enter the leave in the Time and Attendance System (TnA), using “Administrative Leave-DOE (AdmDOE).”

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Should you have any questions, please contact Glenn Kunitake for Classified Personnel at (808) 441-8345 or by email at [glenn.kunitake@k12.hi.us](mailto:glenn.kunitake@k12.hi.us), or 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).

CAC:gk

c: Deputy Superintendent

Office of Fiscal Services - Operations Section, Leave Management Unit

OTM - Personnel Regional Officers, Labor Relations Section, Employee Records and  
Transactions Section