



**STATE OF HAWAII  
DEPARTMENT OF EDUCATION**

P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

January 22, 2021

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

FROM: Dr. Christina M. Kishimoto  
Superintendent

A blue ink signature of Dr. Christina M. Kishimoto, written in a cursive style.

SUBJECT: **Release Time for COVID-19 Vaccination**

As operations permit, employees are authorized to take up to two (2) hours of time off to get their initial COVID-19 vaccination during working hours. Also, since the current vaccines being administered requires a second shot three (3) to four (4) weeks after the initial vaccination (depending on which vaccine is administered), employees are authorized to take up to two (2) hours of time off to get their second COVID-19 shot during working hours.

Employees shall coordinate with and receive authorization from their supervisor prior to the scheduled appointment(s). Employees must complete and submit to their supervisor the applicable leave request form (e.g., G-1 or DOE OTM 300-001), notating "Release Time-Vaccine" for the type of leave up to two (2) hours with the appropriate proof of registration or similar documentation attached. The applicable leave form and appropriate documentation shall be kept at the school or office. Also, timekeepers will need to enter the leave in the Time and Attendance (TnA) System and the Form 7, using the new leave code "{" by selecting "Release Time-Vaccine" from the TnA drop down menu.

**New Leave Code Information:**

Release Time Vaccine Leave

Leave Code = "58"

TnA System and Form 7 Leave Code = "{"

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The Hawaii Department of Education (HIDOE) was informed that the Department of Health (DOH) would begin communicating prioritized lists to vaccination sites in the coming days. Please be on the lookout for a communication from the DOH and/or an authorized health care provider operating vaccination sites on the next steps. Although vaccination is voluntary, HIDOE employees are encouraged to get vaccinated. Thank you for prioritizing the health and safety of yourself, your respective school or office, and the community-at-large.

Should you have any questions, please contact Jarnett Lono, Personnel Director, at (808) 441-8453 or by email at [jarnett.lono@k12.hi.us](mailto:jarnett.lono@k12.hi.us).

CMK:cac

c: Office of Fiscal Services - Leave Management Unit  
Office of Talent Management - Personnel Assistance Branch Director; Personnel Regional Officers; Personnel Management Branch, Records & Transactions Section; Employee Relations Branch, Labor Relations  
Hawaii Government Employees Association  
Hawaii State Teachers Association  
United Public Workers