


August 31, 2016
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MEMORANDUM

TO: All Principal Investigators employing RCUH Regular Status Employees (on Big Island/Hawai'i island only)

FROM: Nelson Sakamoto 
Director of Human Resources

SUBJECT: (**Big Island/Hawai'i Island employees only**) Paid Administrative Leave
Wednesday, August 31, 2016

Governor David Ige announced that all State offices on Hawai'i Island will be closed on August 31, 2016 due to pending adverse weather conditions resulting from Hurricane Madeline. The Governor is authorizing paid administrative leave to State employees on the Island of Hawai'i. Pursuant to the Governor's announcement, the RCUH is authorizing the following:

1. This special administrative leave applies to only Island of Hawai'i Regular status employees.
2. All Principal Investigators must submit a memo to my office listing the names of Regular status employees who were placed on paid vacation leave or unpaid leave of absence (if the Regular status employee lacked vacation leave) due to operational shutdowns on August 31, 2016 (due to Hurricane Madeline). The RCUH Human Resources Department will amend their timesheets and pay these employees for up to 8.0 hours, and credit back any vacation hours charged.
3. Principal Investigators will determine the appropriateness of granting this administrative leave. Principal Investigators may determine due to operational necessity to keep his/her staff working for the balance of the workday. In which case, this paid administrative leave will not apply and cannot be used at a later date.
4. All regular status, salaried/hourly employees that can be spared will be given "up to eight (8) hours" of administrative leave with pay for August 31, 2016.
5. Employees who reported to work and worked their normal day of work shall not be granted equivalent time off at a later date.
6. Employees on disciplinary suspension without pay are not entitled to this administrative leave.
7. Employees on preapproved/authorized paid vacation or sick leave, workers' compensation leave or other officially authorized leaves are not entitled to this administrative leave.
8. Only Regular status employees are entitled to this administrative leave. This administrative leave does not apply to Temporary, Student Assistants or other non-regular status employees.

Contact me by email (nsakamoto@rcuh.com) if you have questions concerning this memo.