


September 5, 2016

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Scanned/Emailed

MEMORANDUM

TO: All Principal Investigators employing RCUH Regular Status Employees (**on Maui, Molokai, Lanai only**)

FROM: Nelson Sakamoto 
Director of Human Resources

SUBJECT: (**Maui, Molokai, Lanai employees only**) Paid Administrative Leave Friday, September 2, 2016

This notice provides Principal Investigators guidance for time reporting for your RCUH Regular Status employees who work on Maui, Molokai and Lanai for the September 1-15, 2016 pay period.

On September 1, 2016 the State of Hawai'i's Department of Human Resources Development (DHRD) announced that all State offices on Maui, Molokai and Lanai will be closed from 12:00 noon on Friday, September 2, 2016 due to pending adverse weather conditions resulting from Hurricane Lester. The DHRD's notice authorized paid administrative leave to State employees on the Islands of Maui, Molokai and Lanai who were sent home from work at Noon on Friday, September 2, 2016. In accordance with DHRD's announcement, the RCUH is authorizing the following:

1. This special administrative leave applies to only Islands of Maui, Molokai, and Lanai Regular status employees.
2. All Principal Investigators must enter Special Earnings Code "ADM" (Administrative Leave with Pay) on your online timesheet for Pay Period Ending September 1-15, 2016 for up to 4.0 hours.
3. All **regular status**, salaried/hourly employees that were sent home at Noon on September 2, 2016 will be given "up to four (4) hours" of administrative leave with pay.
4. Employees who reported to work and worked their normal day of work shall not be granted equivalent time off at a later date.
5. Employees on disciplinary suspension without pay are not entitled to this administrative leave.
6. Employees on preapproved/authorized paid vacation or sick leave, workers' compensation leave or other officially authorized leaves are not entitled to this administrative leave.
7. **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.