

December 14, 2017
DP121401.NS4

MEMORANDUM

TO: Principal Investigators and Program/Project Managers

FROM: Nelson Sakamoto 
Director of Human Resources

**SUBJECT: (1) Christmas Day & New Year's Day Holiday Schedules
(2) Early Timesheet Submission Deadline 12:00 Noon,
Friday, December 29, 2017 (for Pay Period December 16-31, 2017)**

Christmas & New Year Holiday Schedules: As the end of 2017 nears, the RCUH would like to remind all Principal Investigators and Program/Project Managers of the upcoming holidays. This year, both the Christmas Day and the New Year's Day Holidays fall on a Monday, therefore both holidays will be observed on these calendar days.

No Administrative Time-Off for Eves: The Governor is not authorizing paid administrative leave for the both holiday eves. We encourage all Principal Investigators and Program/Project Managers to allow your employees to take vacation time-off during this holiday season. This is consistent with all other State agencies and the University of Hawai'i.

Employee required to work on these holidays: If any RCUH employee is required to work on Monday, December 25, 2017 and/or Monday, January 1, 2018 they will receive holiday pay (based on the employee's FTE) plus pay for all time worked on these paid holidays.

EARLY DEADLINE for RCUH Timesheets - Pay Period December 16-31, 2017: Due to the New Year's Day Holiday and the shortened workweek we need all projects to submit your RCUH employees' online timesheets by not later than **12:00 Noon, Friday, December 29, 2017**. As an added convenience, your project's RCUH Online Timesheet(s) will be available for your early input and submission on Wednesday, December 27, 2017. Please plan accordingly.