

August 21, 2018

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Scanned/Emailed

MEMORANDUM

TO: All Principal Investigators employing RCUH Regular Status Employees (on Hawai`i Island, Maui, Molokai, Lanai only)

FROM: Nelson Sakamoto 
Director of Human Resources

SUBJECT: (Hawai`i Island, Maui, Molokai, Lanai employees only) Paid Administrative Leave Wednesday, August 22, 2018 through Friday, August 24, 2018

Governor David Ige issued a notice (Attachment No. 1) placing non-emergency services State employees on paid Administrative Leave from Wednesday, August 22, 2018 through Friday, August 24, 2018 due to pending adverse weather conditions from Hurricane Lane. This notice provides Principal Investigators guidance for time reporting for your RCUH Regular Status employees who work on Hawai`i Island, Maui, Molokai and Lanai for August 22, 23, 24, 2018. The RCUH is authorizing the following:

1. The Governor's Notice for Administrative Leave applies only to Regular Status employees on Hawai`i Island, Maui, Molokai, and Lanai. This administrative leave with pay does not apply to Temporary, Student Assistants or other employee categories. These employees will be on an unpaid leave status for August 22 through 24.
2. Employees who report to work on August 22, 23 or 24 and work their normal day of work shall not be granted an equivalent time off at a later date.
3. Employees on preapproved/authorized paid vacation or sick leave, workers' compensation leave or other officially authorized paid or unpaid leaves are not entitled to this administrative leave.
4. Employees on Leave without Pay or on a disciplinary Suspension Without Pay are not entitled to this administrative leave.
5. Time Reporting – Administrative Leave: Use the Special Earnings Code "ADM" (Administrative Leave with Pay) for August 22, 23, 24 on the employee's paper timesheet, then use the same earnings code to report this Administrative Leave on the RCUH online timesheet for Pay Period Ending August 31, 2018. For your reference see attached sample timesheet (Attachment No. 2).

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

Attachment

Attachment No. 1

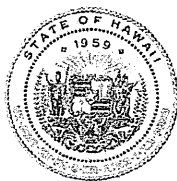
August 21, 2018

Governor David Ige

Administrative Leave for Severe Weather

on August 22-24, 2018

Hawai`i Island, Maui Counties



EXECUTIVE CHAMBERS

HONOLULU

DAVID Y. IGE
GOVERNOR

August 21, 2018

MEMORANDUM

TO: All State Department and Agency Heads

FROM: David Y. Ige, Governor *David Y. Ige*

SUBJECT: Administrative Leave for Severe Weather on August 22-24, 2018
(HAWAI'I AND MAUI COUNTIES)

This is to inform you that due to expected severe weather conditions, State offices in Hawai'i and Maui counties, will be closed on WEDNESDAY, AUGUST 22, 2018 THROUGH FRIDAY, AUGUST 24, 2018. Employees affected by the closing of those offices should not report to work and shall be granted Administrative Leave, EXCEPT for:

- **Departmental Disaster/Emergency Coordinators,**
- **Disaster Response Workers, and**
- **Employees whose work involves continuing crucial operations/services, such as hospital workers, correctional workers, etc.**

Employees who fall into one of the above categories are required to report to work, unless you determine that they can be excused.

If employees are unsure whether they are in one of the three categories above, they should seek clarification from their immediate supervisor or manager.

The following information is provided in order to clarify the work or leave status of employees:

1. Employees who work on WEDNESDAY, AUGUST 22, 2018 THROUGH FRIDAY, AUGUST 24, 2018, shall be considered as having worked their normal day of work and shall not be granted equivalent time off at a later date.
2. Employees who are on their scheduled day off shall not be granted equivalent time off at a later date.

3. Employees who are on approved leaves shall be continued on leave status without any adjustment to their leave records and shall not be granted equivalent time off at a later date.
4. Hourly paid employees shall not be entitled to Administrative Leave.

Your cooperation in furnishing this information to appropriate personnel in your department is appreciated. Questions from your managers, supervisors or employees on this matter should be addressed to your department's Human Resources Office. However, if your Human Resources Office needs assistance, please refer them to their assigned Point of Contact in the Labor Relations Division.

c: Departmental Human Resources Officers
Ford Fuchigami, Administrative Director
Mike McCartney, Chief of Staff
Ford Fuchigami, Administrative Director
Cindy McMillan, Director of Communications
Tom Travis, HI-EMA Administrator
Personnel Directors of the Judiciary, HHSC, DOE and the Counties of Honolulu, Kauai, Maui and Hawaii
HRD/LRD
HRD/ERD/PTO
HRD/ECD/Safety

Attachment No. 2

Sample Timesheet
Special Earnings Code: ADM

EMPLOYEE TIME / LEAVE CERTIFICATION FORM

THE RCUH REQUIRES ALL EMPLOYEES, SALARIED OR HOURLY, TO ACCURATELY REPORT TIME WORKED, AS WELL AS ANY PAID AND UNPAID LEAVE TIME, ON THE EMPLOYEE TIME / LEAVE CERTIFICATION FORM, PER 3.810 RCUH PAYROLL & CERTIFICATION POLICY.

Sample "ADM" Code for Admin. Leave for August 22,

EMPLOYEE'S NAME: **23, 24, 2018**

DISTRIBUTION CODE:

PAY PERIOD: 8/16/2018 - 8/31/2018

DUE 12:00 NOON TO RCUH ON:

8/31/18

Holiday: **Statehood Day (8/17)**

DATE	REG HRS	OT HRS	VAC HRS	SICK HRS
16				
17				
18				
19				
Subtotal	0.00	0.00	0.00	0.00
20				
21				
22				
23				
24				
25				
26				
Subtotal	0.00	0.00	0.00	0.00
27				
28				
29				
30				
31				
Subtotal	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00

PAID LEAVE		UNPAID LEAVE		SPECIAL CODES		SubTotal Hours
CODE	HRS	CODE	HRS	CODE	HRS	
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
				ADM	8.00	8.00
				ADM	8.00	8.00
				ADM	8.00	8.00
						0.00
						0.00
						24.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						24.00

PAID LEAVE CODES

UNPAID LEAVE CODES

DUAL EMPLOYMENT

FL	Family Leave w/ Pay
HOL	Holiday Pay (Regular Hourly Status Only)
LJD	Jury Duty Leave
LFL	Bereavement Leave
LML	Military Leave (Max. 2 weeks)
LPT	Parent Teacher Conference (Max. 2 hrs)
LBD	Blood Donation Leave
CTO	Compensatory Time Off
ST	Straight Time (> than Reg FTE)

FL	Family Leave w/o Pay
LWC	Leave w/o Pay Workers' Comp
LWS	Leave w/o Pay Suspension
LWP	Leave w/o Pay (See Below)

Indicate project number:

SIGNED PAPER TIMESHEETS MUST BE SUBMITTED TO RCUH BY PAYROLL DEADLINE FOR ALL OF THE FOLLOWING:

EMPLOYEE MUST ALSO PROVIDE ADDITIONAL INFORMATION AND/OR ATTACH CERTIFICATION DOCUMENTS

FL	Family Leave - Medical or other certification must be submitted immediately for RCUH approval
LJD	Certificate of Jury Duty or other document with Bailiff's or Clerk's signature
LFL	Name and Relationship of Relative: _____
LML	Military Orders with period of military duty specified (including days charged as LML)
LPT	Parent Teacher Conference (RCUH Form B-1 see http://www.rcuh.com)
LWC	Physician's Certification from 1st day of disability.

EMPLOYEE CERTIFICATION: I understand that failure to submit a completed time report and/or any required documents/certifications in accordance to the RCUH Policies and Payroll Processing Schedule will delay the issuance of my paycheck; failure to return after any authorized leave may lead to termination of my employment. I certify the accuracy of this Time Report and attached documents (if applicable) and understand that falsification of records may lead to termination of my employment. I authorize RCUH to deduct any overpayments made to me in error.

Employee Signature

8/21/18

Date

Principal Investigator Signature (Print/Signature)

Date