


August 22, 2018

DP082201.NS3

Scanned/Emailed

MEMORANDUM

TO: All Principal Investigators employing RCUH Regular Status Employees (on Oahu and Kauai)

FROM: Nelson Sakamoto 
Director of Human Resources

SUBJECT: (Oahu and Kauai employees only) Paid Administrative Leave Thursday, August 23, 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 Thursday, August 23, 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 Oahu and Kauai for August 23-24, 2018. The RCUH is authorizing the following:

1. The Governor's Notice for Administrative Leave applies only to Regular Status employees on Oahu and Kauai. 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 23 and August 24.
2. Employees who report to work on August 23 or August 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 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).
6. SUPPLEMENTAL MEMO: This is a supplemental memo to our August 21, 2018 memo relating to the Administrative Leave for employees on Hawai'i Island, Maui, Molokai and Lanai (Attachment No. 3).
7. Memos from President David Lassner: We have attached two memos from President David Lassner (Attachment No. 4) as additional guidance to Principal Investigators and Project Administrators for UH projects.

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

Attachments

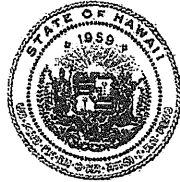
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Attachment No. 1

August 22, 2018
Governor David Ige
Administrative Leave for Severe Weather
on August 23-24, 2018
Oahu and Kauai



EXECUTIVE CHAMBERS
HONOLULU

DAVID Y. IGE
GOVERNOR

August 22, 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 23-24, 2018
(CITY AND COUNTY OF HONOLULU AND KAUAI COUNTY)

This is to inform you that due to expected severe weather conditions, State offices in the City and County of Honolulu and Kaua'i County will be closed on THURSDAY, AUGUST 23, 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 THURSDAY, AUGUST 23, 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.

Memo to Department Directors and Agency Heads
August 22, 2018
Page 2

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: Mike McCartney, Chief of Staff
Ford Fuchigami, Administrative Director
Tom Travis, HI-EMA Administrator

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 23 & 24, 2018

EMPLOYEE'S NAME:

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
						0.00
						0.00
				ADM	8.00	8.00
				ADM	8.00	8.00
						0.00
						0.00
						16.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						16.00

PAID LEAVE CODES		UNPAID LEAVE CODES		DUAL EMPLOYMENT
FL	Family Leave w/ Pay	FL	Family Leave w/o Pay	Indicate project number:
HOL	Holiday Pay (Regular Hourly Status Only)	LWC	Leave w/o Pay Workers' Comp	
LJD	Jury Duty Leave	LWS	Leave w/o Pay Suspension	
LFL	Bereavement Leave	LWP	Leave w/o Pay (See Below)	
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)			
Hyperlink to RCUH Home Page				http://www.rcuh.com

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

8/22/18

Date

Principal Investigator Signature (Print/Signature)

Date


Attachment No. 3

August 21, 2018 Memo
(Hawai`i Island, Maui, Molokai, Lanai
Employees only) Paid Administrative Leave
Wednesday, August 22, 2018 through
Friday, August 24, 2018

August 21, 2018
DP082101.NS2
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.
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Attachment No. 4

August 22, 2018 Memos

President David Lassner


- (1) Administrative Leave – Oahu & Kauai
- (2) Administrative Leave – Maui, Lanai, Molokai, and Hawai`i Island



August 22, 2018

MEMORANDUM

TO: Vice Presidents and Chancellors

FROM: David Lassner, President 

SUBJECT: Hurricane Lane - Administrative Leave for Employees Located on Oahu and Kauai

This serves to confirm that all University of Hawaii employees physically located on Oahu and Kauai, who have not been designated as a disaster response worker or been directed to report to work or remain at work due to operational needs, are authorized to take Administrative Leave on Thursday, August 23, 2018 through Friday, August 24, 2018, due to anticipated severe weather conditions and possible flooding caused by Hurricane Lane, per Governor Ige's memorandum dated August 22, 2018 (see attached). Should weather conditions change, you will be notified and employees may be required to return to work.

The following information is provided to clarify work and leave status of employees:

1. Employees, other than those who have been designated to report to work or remain at work, are released from work and shall be credited with their regularly scheduled work hours. The administrative leave time shall be effective from Thursday, August 23, 2018 through Friday, August 24, 2018, unless you are notified otherwise.
2. Employees who are required to report to work or remain at work from Thursday, August 23, 2018 through Friday, August 24, 2018 shall be considered as having worked their normal days of work and shall not be granted equivalent time off at a later date. If employees work beyond their normal work days, the appropriate provisions of their collective bargaining agreements will apply.
3. Employees who are on their scheduled day(s) off shall not be granted equivalent time off at a later date.

4. Employees who are on approved leave (including sick leave or vacation leave) 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.
5. Employees who called in sick and/or requested vacation or other type of leave including leave without pay during the period from **Thursday, August 23, 2018 through Friday, August 24, 2018**, shall be charged the appropriate leave and shall not be granted equivalent time off at a later date.
6. Hourly paid employees scheduled to work shall not be entitled to administrative leave and should not report to or remain at work except for employees who are designated to report to or remain at work due to their services being required.

Employees may call their departmental or campus Human Resources Office if they have questions regarding this memorandum. Employees who are signed up to receive UH Alerts will also receive further updates and should log in to verify contact information. Employees who have not already signed up for this service may go to <http://www.hawaii.edu/alert>.

Please respond to your employees' inquiries. Departmental or campus Human Resources Offices may contact the Office of Human Resources for guidance regarding unique situations.

Attachment

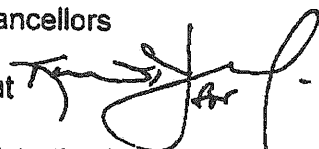
c: UH Human Resources Representatives



August 22, 2018

MEMORANDUM

TO: Vice Presidents and Chancellors

FROM: David Lassner, President 

SUBJECT: Hurricane Lane - Administrative Leave for Employees Located on Maui, Lanai, Molokai and Hawaii Island

This serves to confirm that all University of Hawaii employees physically located on Hawaii Island or Maui County (Maui, Lanai and Molokai), who have not been designated as a disaster response worker or been directed to report to work or remain at work due to operational needs, are authorized to take Administrative Leave on Wednesday, August 22, 2018 through Friday, August 24, 2018, due to anticipated severe weather conditions and possible flooding caused by Hurricane Lane, per Governor Ige's memorandum dated August 21, 2018 (see attached). Should weather conditions change, you will be notified and employees may be required to return to work.

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