


December 14, 2018
DP121303.NS4

MEMORANDUM

TO: Principal Investigators and Project Managers/Administrators

FROM: Nelson Sakamoto 
Director of Human Resources

SUBJECT: (1) Observance of Christmas Day & New Year's Day Holidays
(2) Early Timesheet Deadline 12:00 Noon, Monday, December 31, 2018
(for Pay Period December 16-31, 2018)

Observance of Christmas & New Year Holiday: As the end of 2018 nears, the RCUH would like to remind all Principal Investigators and Project Managers of the upcoming holidays. This year, both the Christmas Day (December 25, 2018) and the New Year's Day (January 1, 2019) Holidays fall on a Tuesday. Both holidays will be observed on these calendar days.

If any of your RCUH employees are required to work on Tuesday, December 25, 2018 and/or Tuesday, January 1, 2019 they will receive both holiday pay (based on the employee's FTE) and regular pay for all hours worked on these paid holidays. There will be no floating holidays allowed for these two holidays.

No Administrative Time-Off for Eves: The Governor is not authorizing paid administrative leaves for the both holiday eves. The RCUH encourages all Principal Investigators and Project Managers/Administrators to allow your RCUH employees to take vacation time-off during the holiday season.

EARLY DEADLINE for RCUH Timesheets - Pay Period December 16-31, 2018: Due to the New Year's Day Holiday and the shortened workweek we need all projects to submit your RCUH employees' online timesheets by **12:00 Noon, Monday, December 31, 2018**. The RCUH Online Timesheets will be available for your input/submission by Thursday, December 27, 2018.

We wish all of you and your families a safe and happy holiday season.