

July 27, 2020  
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**Scanned/Emailed**

**MEMORANDUM**

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

**FROM:** Nelson Sakamoto   
Director of Human Resources

**SUBJECT:** **Hurricane Douglas Paid Administrative Leave for Regular Status Employees on the islands of Oahu and Kauai Only for July 27, 2020**

Only July 26, 2020 Governor David Ige announced he will closing all State offices and the University of Hawai'i campuses on July 27, 2020 due to the adverse weather conditions from Hurricane Douglas. The Governor also announced that he will be granting non-emergency services/non-essential State employees on the islands of O`ahu and Kaua`i paid Administrative Leave on Monday, July 27, 2020.

This memo is intended to provide Principal Investigators with guidance for time reporting applicable to your RCUH Regular Status employees who reside and work on the islands of O`ahu and Kaua`i:

1. The Governor's Notice for Administrative Leave applies only to Regular Status employees on the islands of O`ahu and Kaua`i. This administrative leave with pay does not apply to Temporary status employees or Student Assistants. These employees will be on a no work status for Monday, July 27, 2020.
2. Employees who report to work on July 27, 2020 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. Paper Timesheet Reporting – Administrative Leave: Use the Special Earnings Code "ADM" (Administrative Leave with Pay) for July 27, 2020 on the employee's paper timesheet, then use the same earnings code to report this Administrative Leave on the RCUH online Summary Timesheet for Pay Period Ending July 31, 2020.
6. eTimesheet Reporting – Administrative Leave: Employees should be instructed to go to row three "Leave/Other Codes" and use the Code "Administrative Leave with Pay" for July 27, 2020 on the employee's eTimesheet. Leave code will be available on Thursday, July 30, 2020.

**Questions:** Email RCUH HR Help Desk at [hrhelpdesk@rcuh.com](mailto:hrhelpdesk@rcuh.com) or Nelson Sakamoto at [nsakamoto@rcuh.com](mailto:nsakamoto@rcuh.com).