

December 12, 2022

MEMORANDUM

TO: All Principal Investigators Employing RCUH Regular Full-Time Salaried Employees

FROM: Kira Higa 
Director of Human Resources

SUBJECT: **RCUH HR Important: Administrative Leave for RCUH Full-Time Salaried Employees During the 2022 Holiday Season**

Governor Josh Green has issued an Executive Memorandum authorizing sixteen (16) hours of administrative leave for Regular, Full-Time salaried employees on December 23 and December 30, 2022. Pursuant to the Governor's and UH President's memo, RCUH Executive Director Leonard Gouveia has authorized the following:

1. Regular, Full-Time, salaried employees will be given administrative leave with pay on December 23 and December 30, 2022 (a total of 16 hours). Part-Time, salaried employees shall be granted a proportionate amount of administrative leave from their scheduled working time.
2. Employees paid on an hourly basis (not on a monthly salary) and employees on suspension or leave without pay status on both days are not entitled to administrative leave.
3. It is the responsibility of the Principal Investigator to ensure that arrangements for administrative leave are fairly applied to all eligible employees.
4. Eligible employees required to work during this period due to operational needs shall not be entitled to overtime, but shall be given equivalent administrative time off at some other date determined by the Principal Investigator. This leave must be used no later than **February 28, 2023**.
5. Regular-Status employees on vacation or sick leave on December 23 or 30, 2022 should charge only the hours in excess of their applicable administrative leave. However, if adjustment to vacation credits would result in forfeiture, the employees should be allowed equivalent administrative leave off on other dates as determined by the Principal Investigator.

Despite the granting of administrative leave, the Governor reminded all Department Heads that the offices should be adequately staffed on December 23 and December 30 to provide necessary service to the public between the hours of 7:45 a.m. to 4:30 p.m. Principal Investigators whose projects service the public should take appropriate steps to ensure compliance with this requirement.

Time Reporting: On the RCUH eTimesheet, please report Administrative Leave hours using the Holiday Administrative Leave with Pay Code "ADM" available as a drop-down option on the "Leave/Other Codes" row.

Please remember, the RCUH Core Offices will be closed all day on Monday, December 26, 2022 and January 2, 2023. RCUH will reopen for business on December 27, 2022 and January 3, 2023.

Any questions regarding this memo may be addressed to Director of Human Resources Kira Higa at kkhiga@rcuh.com.

Attachments:

1. [Executive Memorandum \(Memo No. 22-04\)](#)
2. [President Lassner Memo](#)