



EXECUTIVE CHAMBERS
KE KE'ENA O KE KIA'ĀINA

JOSH GREEN, M.D.
GOVERNOR
KE KIA'ĀINA

August 9, 2023

MEMORANDUM

TO: All State Department and Agency Heads

FROM: Sylvia Luke
Acting Governor, State of Hawai'i

SUBJECT: Administrative Leave for Severe Wildfires on August 9,
2023 (Island of Maui)

This is to inform you that, due to the severe wildfires affecting the Island of Maui, State offices on the Island of Maui will be closed on WEDNESDAY, AUGUST 9, 2023. 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 9, 2023, shall be considered as having worked their normal day of work and shall not be granted equivalent time off at a later date.

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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 should 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.

Please refer questions from your managers, supervisors, or employees 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.

Your cooperation in this time of severe weather is greatly appreciated. Please stay safe and up to date on ongoing severe weather developments.

Mahalo,

A handwritten signature in black ink, appearing to read 'Sylvia Luke', with a large, stylized flourish extending to the right.

Sylvia Luke

Acting Governor, State of Hawai'i

- c: Brooke Wilson, Chief of Staff, Office of the Governor
James Barros, Administrator, Hawai'i Emergency Management Agency (HI-EMA)
Luke Meyers, Disaster Management Coordinator, Office of the Governor