



EXECUTIVE CHAMBERS
KE KE'ENA O KE KIA'ĀINA

JOSH GREEN, M.D.
GOVERNOR
KE KIA'ĀINA

November 27, 2023

EXECUTIVE MEMORANDUM

MEMO NO. 2023-09

TO: All Department Heads

SUBJECT: Administrative Leave During the 2023 Holiday Season

In keeping with the holiday season and recognition of the loyal and faithful service of our public employees, I am authorizing department heads to grant all salaried employees eight (8) hours administrative leave. Employees who can be spared from their duties shall be allowed a full day of administrative leave on December 22 or December 29, 2023. The leave must be taken all at one time on either day and shall not be split in any manner.

Department heads are requested to ensure that arrangements made to provide administrative time off are fair to all employees.

- If employees must work and cannot be granted administrative leave on these days, they shall not be entitled to overtime, but shall be given equivalent administrative time off on other dates as determined by the department head. Employees in positions with scheduling concerns (e.g., Fire, Corrections, Law Enforcement) are allowed the admin leave day to be used on a single day between December 18, 2023 and January 5, 2024.

Full-time salaried employees are entitled to eight (8) hours administrative leave, while part-time salaried employees shall be granted a proportionate amount of administrative leave from their scheduled working time. However, 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.

Employees who are on vacation or sick leave on December 22 or 29 should be charged only for the hours in excess of their applicable administrative leave. However, if adjustment to vacation credits would result in any forfeiture, the employee should be allowed equivalent administrative leave off on another date as determined by the department head, but no later than January 5, 2024.

Despite the granting of administrative leave, please ensure your offices are adequately staffed all day on December 22 and 29, to provide necessary services to the public. Offices shall remain open for the transaction of public business from 7:45 a.m. to 4:30 p.m.

Additionally, please consider supporting our local businesses during this holiday season. Small businesses are the backbone of our communities, shape the unique character of our state, and bring people together. May the holiday spirit be with you and your family through the New Year. Thank you for helping move Hawai'i forward.

Any questions on this matter should be referred to the Department of Human Resources Development, Labor Relations Division, at (808) 587-0911.

Mahalo,

A handwritten signature in black ink, appearing to read "Josh Green". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

Josh Green, M.D.

Governor, State of Hawai'i