



November 28, 2023

MEMORANDUM

TO: UH Officers

FROM: David Lassner
President

SUBJECT: Administrative Leave for University of Hawai'i Employees During the 2023 Holiday Season

Related to Governor Josh Green's Executive Memorandum, "Administrative Leave During the 2023 Holiday Season" (Memo No. 2023-09), I am authorizing eight (8) hours of administrative leave for regular University of Hawai'i employees to be applied on December 22 or December 29, 2023. The leave must be taken all at once on either day and shall not be split in any manner.

It is the responsibility of the executive administrative heads of the units to ensure 1) that arrangements for administrative leave are fairly applied to all employees and 2) that supervisors provide adequate coverage for University of Hawai'i offices, which will remain open during those days.

If employees must work and cannot be granted administrative leave on either December 22 or December 29, they shall not be entitled to overtime, but shall be given equivalent administrative time off on other dates as determined by the supervisor and/or executive administrative head of the unit. Employees working on December 22 and December 29 shall have until January 5, 2024, to use their one day (8 hours) of administrative leave.

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 and/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 other dates as determined by the supervisor or executive administrative head of the unit, not to be applied after January 5, 2024.

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This allowance for Administrative Leave is solely to address Governor Green's Executive Memorandum. This does not create a practice, nor expectation of future Administrative Leaves. This allowance for Administrative Leave may be rescinded by the University of Hawai'i at any time.

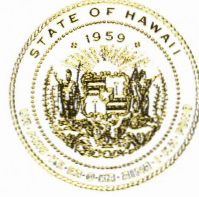
I wish you and your families a safe and happy holiday season.

Any questions may be addressed to your appropriate Human Resources office.

c: HR Roundtable
Christian Fern, Executive Director, University of Hawai'i Professional Assembly
Randy Perreira, Executive Director, Hawai'i Government Employees Association
Kalani Werner, State Director, United Public Workers

Attachment

1. Executive Memorandum (Memo No. 2023-09)



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 "G".

Josh Green, M.D.

Governor, State of Hawai'i