



UNIVERSITY of HAWAII®

Ke Kulanui o Hawai'i

David Lassner
President

October 23, 2024

MEMORANDUM

TO: UH Officers

FROM: David Lassner
President

SUBJECT: Administrative Leave for University of Hawai'i Employees During the 2024 Holiday Season

Pursuant to Governor Josh Green's Executive Memorandum, "Administrative Leave During the 2024 Holiday Season" (Memo No. 24-06), I am authorizing sixteen (16) hours of administrative leave for regular, salaried University of Hawai'i employees.

Specifically, regular, salaried employees are eligible for a full day of administrative leave on **Friday, November 29, 2024**. University of Hawai'i offices that do not require operations on that day may be closed.

Additionally, employees who can be spared from their duties may take a full day of administrative leave on either **Tuesday, December 24, 2024**, or **Tuesday, December 31, 2024**. This leave must be taken as a single, full, eight (8) hour day on one of the designated dates and may not be split into partial days.

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 that must remain open those days. UH offices will remain open on December 24 and December 31.

If employees must work and cannot be granted administrative leave on the designated dates, 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 the designated days shall have from Wednesday, November 27, 2024 to Friday, January 10, 2025, to use their two days (sixteen (16) hours) administrative leave, which should be taken as full days, and not split into partial days.

Full-time salaried employees are entitled to sixteen (16) hours of administrative leave, while part-time salaried employees shall be granted a proportionate amount of

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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 any of the designated dates are not entitled to administrative leave. Employees on scheduled paid breaks by collective bargaining agreement are not entitled to administrative leave.

Employees who are already on vacation or sick leave on December 24 and/or 31 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 10, 2025.

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.

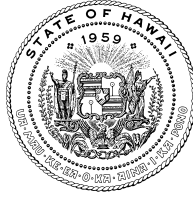
I wish you and your families a safe and happy holiday season.

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. 24-06)



EXECUTIVE CHAMBERS
KE KE'ENA O KE KIA'ĀINA

JOSH GREEN, M.D.
GOVERNOR
KE KIA'ĀINA

October 22, 2024

EXECUTIVE MEMORANDUM

MEMO NO. 24-06

TO: All Department Heads

SUBJECT: Administrative Leave During the 2024 Holiday Season

As we approach the holiday season, I would like to extend my sincere appreciation for your continued dedication and service to the people of Hawai'i. In recognition of your contributions, department heads are authorized to grant all salaried employees sixteen (16) hours of administrative leave during this period.

Specifically, I am pleased to announce that all employees are eligible for a full day of administrative leave on **Friday, November 29, 2024**. State Executive Branch offices that do not require operations on that day may be closed.

Additionally, employees who can be spared from their duties may take a full day of administrative leave on **either Tuesday, December 24, 2024, or Tuesday, December 31, 2024**. This leave must be taken as a single, full, eight (8) hour day on one of the designated dates and may not be split into partial days.

I encourage department heads to ensure that these arrangements are made equitably, allowing as many employees as possible to participate while maintaining essential public services.

For those employees who must work on these designated dates due to the nature of their duties, alternative administrative leave should be granted at an alternate date, as determined by department heads. This consideration is particularly applicable to positions with unique scheduling needs, such as those in Fire Services, Corrections,

Law Enforcement, and Emergency Management. Employees in these roles may use up to sixteen (16) hours of administrative leave on any two working days between Wednesday, November 27, 2024, and Friday, January 10, 2025.

Please note that full-time salaried employees are entitled to sixteen (16) hours of administrative leave, while part-time salaried employees shall receive a proportionate amount of leave based on their regular schedule. However, employees paid on an hourly basis or those on suspension or leave without pay on any of the designated dates are not eligible for this leave benefit. Employees on scheduled paid breaks by collective bargaining agreement are not entitled to administrative leave.

Employees who are already on vacation or sick leave on November 29, December 24, or December 31 should only be charged leave hours in excess of their administrative leave entitlement. Should this adjustment result in any potential forfeiture of vacation credits, department heads are authorized to provide equivalent administrative leave on another day, no later than January 10, 2025.

Although administrative leave is being offered, please ensure that offices remain adequately staffed on December 24 and December 31 to continue serving the public. State offices will remain open during regular business hours on both days.

As we celebrate the season, I encourage everyone to support our local businesses, the heart of our communities and key to preserving Hawai'i's unique character. By choosing to shop local, we help sustain these vital establishments, strengthen our economy and foster resilience within our communities.

As we look ahead to the holiday season, I want to express my gratitude for your hard work and commitment throughout the year. Your dedication to moving Hawai'i forward is truly appreciated. I hope the coming months bring you and your family peace, joy and continued success.

If you have any questions, please contact your respective labor relations point of contact at the Department of Human Resources Development, Labor Relations Division.

Mahalo,

/s/

Josh Green, M.D.

Governor, State of Hawai'i