



EXECUTIVE CHAMBERS
HONOLULU

LINDA LINGLE
GOVERNOR

October 2, 2003

ADMINISTRATIVE DIRECTIVE NO. 03-01

TO: All Department Heads

SUBJECT: Administrative Time Off for Department Directed Leaves

Discussion:

The Governor, as the Chief Executive of the State, has wide discretion in determining how and for what reasons public employees should be given time off with pay. The collective bargaining agreements and the policies and procedures of the State fail to address all types of paid leaves necessary for the State to provide for the safe and efficient delivery of services. Consequently, the inherent power of the Governor shall be used to authorize temporary paid time off for individuals who are deemed disruptive to normal operations or who are otherwise inappropriate to report to the worksite.

Policy:

The Director of the Department of Human Resources Development is authorized to grant permission to department heads for a Department Directed Leave when there is an emergent need for such leave due to extraordinary circumstances not covered by other leaves available in collective bargaining agreements, executive orders, or policies and procedures. The requesting department must have a sound basis for such leave, a plan for utilizing the leave, and a method for controlling and concluding the leave, as soon as practicable.

Authority and Responsibility:

The Director of the Department of Human Resources Development shall ensure that the leave is used only for the limited purpose as stated by the department head and will monitor the leave for compliance.

LINDA LINGLE