



EXECUTIVE CHAMBERS

HONOLULU

NEIL ABERCROMBIE
GOVERNOR

December 6, 2013

EXECUTIVE MEMORANDUM

MEMO NO. 13-06

TO: All Department Heads

SUBJECT: Administrative Leave During the 2013 Holiday Season

In recognition of the loyal and faithful service of our public employees and in keeping with the holiday season, I am authorizing department heads to grant all salaried employees administrative leave, as indicated below, on either December 24 or December 31, 2013. The leave must be taken all at one time on either day and shall not be split in any manner.

- All full-time salaried employees shall be granted a total of eight (8) hours of administrative leave.
- Part-time salaried employees shall be granted a proportionate amount of administrative leave from their scheduled working time.

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.

Please ensure that arrangements to provide administrative leave or other time off are fair to all employees.

- If operations are such that employees must work and cannot be granted administrative leave on either of the eves, they shall not be entitled to overtime but shall be given equivalent administrative time off on another date as determined by the department head.

- Departments may also consider granting vacation leave requests from employees who wish to spend additional time with their families on a case-by-case basis, being mindful of the need to maintain adequate staffing levels so that customer service will not be negatively impacted.

Despite the granting of administrative leave, please ensure that your offices are adequately staffed all day on December 24 and 31, to attend to the immediate needs of the public. Offices shall be open for the transaction of public business from 7:45 a.m. to 4:30 p.m.

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

/s/ Neil Abercrombie

NEIL ABERCROMBIE
Governor, State of Hawaii