



EXECUTIVE CHAMBERS

HONOLULU

NEIL ABERCROMBIE
GOVERNOR

February 9, 2012

ADMINISTRATIVE DIRECTIVE NO. 12-01

TO: All Department Heads

SUBJECT: Department-Directed Leave Policy Statement

This Administrative Directive supersedes Administrative Directive No. 03-01, Administrative Time Off for Department Directed Leaves, dated October 2, 2003.

Discussion

As Governor and Chief Executive of the State, I have ultimate responsibility for the safe and efficient delivery of public services. Incorporated within this duty, the decision to provide employees with time off with pay under "department-directed leave" is at times a business necessity, particularly when health and safety is an imminent concern.

Authority and Responsibility

To provide operational flexibility, Department Heads are authorized to use their responsible judgment to determine when to authorize department-directed leaves for their employees, subject to conditions as may be set in the policies and procedures of the Department of Human Resources Development. Before exercising this delegated control, Department Heads shall have a legitimate business reason, specific plan, and method for controlling and promptly concluding each department-directed leave.

Policy and Procedure

The Department of Human Resources Development shall promulgate an updated policy and procedure for Department Heads to implement, monitor and report the utilization of department-directed leaves.

NEIL ABERCROMBIE
Governor, State of Hawai'i