



EXECUTIVE CHAMBERS
KE KE'ENA O KE KIA'ĀINA

JOSH GREEN, M.D.
GOVERNOR
KE KIA'ĀINA

December 9, 2022

EXECUTIVE MEMORANDUM

MEMO NO. 22-04

TO: All Department Heads

SUBJECT: Administrative Leave During the 2022 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 sixteen (16) hours administrative leave. Employees who can be spared from their duties shall be allowed a full day of administrative leave on December 23 and December 30, 2022.

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) shall have until February 28, 2023, to use their administrative leave.

Full-time salaried employees are entitled to sixteen (16) 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 23 or 30 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 department head.

Additionally, I would like to encourage you all to support our local businesses while shopping and dining during this holiday season. Small businesses form the backbone of our communities, shape the unique character of our state, and bring people together. May your

holiday season end on a cheerful note and make way for a fresh and great start. I look forward to working with all of you to move Hawai'i forward.

Despite the granting of administrative leave, please ensure that your offices are adequately staffed on December 23 and 30, to provide necessary services to the public. Offices will remain open 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, Labor Relations Division at (808) 587-0911.

/s/

Josh Green, M.D.
Governor, State of Hawai'i