



EXECUTIVE CHAMBERS

HONOLULU

LINDA LINGLE
GOVERNOR

December 2, 2003

EXECUTIVE MEMORANDUM

MEMO NO. 03-11

TO: All Department Heads

SUBJECT: Administrative Leaves During the 2003 Holiday Season

In recognition of the loyal and faithful service of our public employees and in keeping with the spirit of the holiday season, I am authorizing department heads to grant all salaried employees eight (8) hours administrative leave. Employees who can be spared from their duties shall be allowed a half-day administrative leave on December 24 and December 31, 2003.

Department heads are requested to ensure that arrangements made, to provide administrative time off, are fair to all employees.

- If employees prefer a full-day on either December 24th or December 31st in lieu of the customary two half-days off, this preference may be allowed when operations permit.
- 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.

Full-time salaried employees are entitled to eight (8) 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 24th or 31st 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 time off on other dates as determined by the department head.

Notwithstanding the granting of administrative leave, please ensure that your offices are adequately staffed all day on December 24th and 31st, 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 (587-0922).

LINDA LINGLE