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DEPARTMENT OF BUDGET AND FINANCE
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ADMINISTRATIVE AND RESEARCH OFFICE
BUDGET, PROGRAM PLANNING AND
MANAGEMENT DIVISION
FINANCIAL ADMINISTRATION DIVISION

October 26, 2000

FINANCE MEMORANDUM

MEMO NO. 00-29

TO: All Department Heads

FROM: Neal Miyahira
Director of Finance

SUBJECT: **Projected Vacation Payout Requirements in FB 2002-03**

Departments are reminded of the change in Administrations which will occur during FY 03 and of costs related to the transition. Specifically, lump sum payments for accumulated vacation will be required for exempt and/or appointed personnel terminated because of the transition.

Because of its statewide funding impact, all departments' accumulated vacation costs will be budgeted in the Department of Budget and Finance (B&F) in FY 03. As such, we will need an update on current positions to be affected by the transition, including current salaries, amount of allowable vacation time accumulated, and total estimated vacation pay due at separation in December 2002.

Vacation cost estimates shall entail only those positions directly affected by the transition (i.e., exempt and/or appointed positions whose incumbents' employment is contingent upon the current elected administration, **and who will leave State service** with the change in administration). Identified positions should include only those incumbents whose appointment **and** State service end in FY 03 with the current governor's term.

The attached worksheet should be completed by your department and submitted to B&F no later than November 9, 2000.

Your attention to this matter is appreciated.

Attachment

c: Mr. Sam Callejo

