



EXECUTIVE CHAMBERS
HONOLULU

DAVID Y. IGE
GOVERNOR

August 22, 2018

MEMORANDUM

TO: All State Department and Agency Heads

FROM: David Y. Ige, Governor *David Y. Ige*

SUBJECT: Administrative Leave for Severe Weather on August 23-24, 2018
(CITY AND COUNTY OF HONOLULU AND KAUA'I COUNTY)

This is to inform you that due to expected severe weather conditions, State offices in the City and County of Honolulu and Kaua'i County will be closed on THURSDAY, AUGUST 23, 2018 THROUGH FRIDAY, AUGUST 24, 2018. Employees affected by the closing of those offices should not report to work and shall be granted Administrative Leave, EXCEPT for:

- **Departmental Disaster/Emergency Coordinators,**
- **Disaster Response Workers, and**
- **Employees whose work involves continuing crucial operations/services, such as hospital workers, correctional workers, etc.**

Employees who fall into one of the above categories are required to report to work, unless you determine that they can be excused.

If employees are unsure whether they are in one of the three categories above, they should seek clarification from their immediate supervisor or manager.

The following information is provided in order to clarify the work or leave status of employees:

1. Employees who work on THURSDAY, AUGUST 23, 2018 THROUGH FRIDAY, AUGUST 24, 2018, shall be considered as having worked their normal day of work and shall not be granted equivalent time off at a later date.
2. Employees who are on their scheduled day off shall not be granted equivalent time off at a later date.

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3. Employees who are on approved leaves shall be continued on leave status without any adjustment to their leave records and shall not be granted equivalent time off at a later date.
4. Hourly paid employees shall not be entitled to Administrative Leave.

Your cooperation in furnishing this information to appropriate personnel in your department is appreciated. Questions from your managers, supervisors or employees on this matter should be addressed to your department's Human Resources Office. However, if your Human Resources Office needs assistance, please refer them to their assigned Point of Contact in the Labor Relations Division.

c: Mike McCartney, Chief of Staff
Ford Fuchigami, Administrative Director
Tom Travis, HI-EMA Administrator