



STATE OF HAWAII
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
235 S. BERETANIA STREET
HONOLULU, HAWAII 96813-2437

July 26, 2020

MEMORANDUM

TO: All State Department and Agency Heads

FROM: Ryker Wada, Director *Ryker J. Wada*

SUBJECT: Administrative Leave for Severe Weather on July 27, 2020

This is to inform you that due to expected severe weather conditions, State offices on the island(s) of Oahu and Kauai, will be closed on Monday, July 27, 2020. 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 Monday, July 27, 2020 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.
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 HR/Personnel Office. However, if your HR/Personnel Office needs assistance, please refer them to either Donna Yoshinaga at 587-0916 or Karen Hara at 587-0925 in my Labor Relations Office.

- c: Departmental Human Resources Officers
 - Linda Chu Takayama, Chief of Staff
 - Cindy McMillan, Director of Communications
 - Major General Kenneth Hara, HI-EMA Administrator
 - Personnel Directors of the Judiciary, HHSC, DOE and the Counties of Honolulu, Kauai, Maui and Hawaii
 - HRD/ERD/PTO and LRO
 - HRD/ECD/Safety