


STATE OF HAWAII
DEPARTMENT OF EDUCATION
KA 'OIHANA HO'ONA'AUAO
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

December 12, 2022

TO: Deputy Superintendents
Assistant Superintendents
Complex Area Superintendents
Principals (All)

FROM: Keith T. Hayashi
Superintendent 

SUBJECT: **Administrative Leave During the 2022 Holiday Season**

Governor Josh Green, M.D. has issued Executive Memorandum No. 22-04 dated December 9, 2022, which authorizes the granting of 16 hours of administrative leave on December 23, 2022, and December 30, 2022, respectively to all salaried employees. The administrative leave must be taken in full days on December 23, 2022, and December 30, 2022.

Employees who must work and cannot be granted administrative leave on these days, shall be allowed an equivalent full day of administrative leave on another date(s) as determined by their supervisor. Employees shall take their administrative leave day(s) by February 28, 2023. Please ensure that there is adequate employee coverage to provide the necessary services on December 23, 2022, and December 30, 2022. Offices will remain open from 7:45 a.m. to 4:30 p.m.

Full-time salaried employees are entitled to 16 hours of 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 (casual and 89-day hires) and employees on suspension or leave without pay status are not entitled to administrative leave.

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Salaried employees who are on vacation or sick leave on December 23, 2022, and/or December 30, 2022, will be charged administrative leave instead. Please have affected employees complete the applicable Leave of Absence form, using leave code "36"; the form shall be kept in the employee's leave records at the school or office. Additionally, timekeepers will need to enter the leave in the Time and Attendance System (TnA), using "Administrative Leave-Governor/State (Admin TO-Gov)."

Please address any questions to your respective Personnel Regional Officer.

I sincerely wish all employees a very happy, healthy, and safe holiday season.

KTH:sb
Attachment

c: Office of Fiscal Services, Accounting Services Branch, Operations Section
Office of Talent Management, Personnel Regional Offices, Personnel Management
Branch