



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

August 7, 2014

MEMORANDUM

TO: All State Department Heads

FROM: Barbara A. Krieg, Director

A handwritten signature in black ink that reads "Barbara A. Krieg".

SUBJECT: Administrative Leave Due to Anticipated Severe Weather Conditions on Friday, August 8, 2014 (Hurricane Iselle) **for the islands of Oahu and Kauai**

State offices on Oahu and Kauai will be closed on **Friday, August 8, 2014** due to anticipated severe weather conditions and possible flooding caused by Hurricane Iselle. Employees affected by the closing of these 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 departments are unsure which of their positions/employees are in one of the three categories above, they should refer to their respective Departmental Emergency Response Plan.

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

1. Employees who work on Friday, August 8, 2014, 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.

Please advise your employees to take necessary steps to protect furniture, equipment, documents and other items in their offices by unplugging power cords and ensuring that any windows are fully closed.

Based on current information, we expect to return to normal business operations by Monday morning. If conditions change, however, this determination may be reassessed.

Your cooperation in furnishing this information to appropriate personnel in your department (including attached agencies) 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 their assigned Point of Contact in my Labor Relations Office.

C: Deputy Directors  
Departmental Personnel Officers  
Bruce Coppa, Chief of Staff  
HRD Offices: PTO, LRO and Safety