



## Extended Leaves & Vacation & Sick Leave Accrual

What happens when you have any employee who is on extended sick leave and vacation and does not return to work? How do you calculate the leave and what should be done?

Once the employee informs you that he/she will be out for an extended period, sick leave/vacation may be granted to include all sick leave/vacation as of the last full month of service immediately preceding the request. For example, if an employee will be out from January 10 – June 30, 2003, he/she may use his/her sick leave/vacation balances as of December 31, 2002. Although the Leave Report will reflect the 14.00 hours of vacation and sick leave accrual for the period the employee is on leave, the collective bargaining agreements state no sick/vacation allowance shall accrue during the period of any vacation or sick leave granted when the employment terminates or is to terminate at the end of such leave.

If you have any further questions, please contact the CTAHR Personnel Office.

## No Holiday Administrative Leave

The Department of Human Resources Development (DHRD) has informed the University that because of the uncertainty of the State's fiscal condition, Governor Lingle will not give "administrative leave to state employees on Christmas and New Year's Eves."

However, the Governor suggests that if operations permit, managers and supervisors should liberally grant employees' vacation leave requests during this holiday season so that employees will be able to enjoy the time with their family and loved ones.

## Consolidated University Vacancy Announcements

Currently, University of Hawai'i vacancy announcements are dispersed in various places in the classified section of the local newspaper(s). As our advertisements project the image of the University of Hawai'i, we need to create a good first impression to potential applicants. Therefore, the University of Hawai'i is in the process of developing a system to electronically consolidate all vacancy announcements under one University banner to be advertised in a local newspaper with statewide distribution.

Advantages of consolidated University vacancy announcements are:

- Automatic submission of vacancy announcements to the publishing agency
- Elimination of duplicative data entry of advertisements
- University vacancies published under one banner
- Consistent information published for all advertisements
- Consolidated EEO/AA statement and website reference in advertisements

Effective with the announcement of the designated publishing agency, all vacancy announcements must be published under this consolidated University banner. Each college/campus/program will be assessed a cost for its vacancy announcements. More detailed information will be provided to you once they have completed the request for quotations.

University Administrative Procedure A9.540, *Recruitment and Selection of Faculty and Administrative, Professional and Technical (APT) Personnel*, states that University vacancies shall be announced at the [workatuh.hawaii.edu](http://workatuh.hawaii.edu) website. With this consolidated advertising approach, pertinent information can be automatically extracted from the web entry and posted to the consolidated university banner for publication in a designated local newspaper. In addition, colleges/campuses/departments may elect to publish their vacancy announcements in other media with any cost borne by the college/campus/program.

## YEAR END REMINDERS

### ✓ Vacation

Please remember that if you have accrued 336.00 hours of vacation (first 42 days), you must take no less than 6 days of vacation during the year. Also, if your balance exceeds 720.00 hours as of 12/31/02, you will forfeit any hours in excess of 720.00.

If you fall in the above category here are your alternatives:

-You may donate your excess vacation to the Leave Bank for the Leave Sharing program;

-You may sign out from the end of December 2002 continuously through January 2003 to be deducted from your 2002 vacation balance.

Please submit all vacation and sick leave cards to the CTAHR Personnel Office not later than December 31, 2002 to ensure your balances are accurately reflected.

### ✓ 2002 W-2's

Please put them in a safe place as duplicates will cost you \$10.00 and there is no guarantee you will receive it by April 15, 2003.

For those leaving the University prior to January 31, 2003, please make sure you leave a forwarding address with your department/county secretary.

### ✓ New Tax Withholdings for 2003

If you are interested in changing your tax withholdings for 2003, the federal and state tax forms are available at the following websites:

*Federal Tax Form (W-4):*

[http://www.irs.ustreas.gov/pub/irs-pdf/fw4\\_03.pdf](http://www.irs.ustreas.gov/pub/irs-pdf/fw4_03.pdf)

*Federal Tax Form Fillable Version(W-4):*

[http://www.irs.ustreas.gov/pub/irs-fill/fw4\\_03.pdf](http://www.irs.ustreas.gov/pub/irs-fill/fw4_03.pdf)

*State of Hawai'i Tax Form (HW-4):*

<http://www.state.hi.us/tax/2001/hw4.pdf>

CTAHR Personnel Office  
3050 Maile Way Gilmore 207 Honolulu, Hawaii 96822  
Phone: 956-6184, 956-4152 or 956-4289

## 2003 HOLIDAYS

January 1, (Wednesday)	New Year's Day
January 20, (Monday)	Dr. Martin Luther King, Jr. Day
February 17, (Monday)	President's Day
March 26, (Wednesday)	Prince Jonah Kuhio Kalaniana'ole Day
April 18, (Friday)	Good Friday
May 26, (Monday)	Memorial Day
June 11, (Wednesday)	King Kamehameha I Day
July 4 (Friday)	Independence Day
August 15 (Friday)	Statehood Day
September 1 (Monday)	Labor Day
November 11 (Tuesday)	Veterans' Day
November 27 (Thursday)	Thanksgiving
December 25 (Thursday)	Christmas

## NEW FACES AT CTAHR

Mary Crosson, Academic Support, HNFAS  
Gustavo Fermin, Junior Researcher, PEPS  
Pengcheng Fu, Assistant Professor, MBBE  
Daniel Jenkins, Assistant Professor, MBBE  
Kimberlee Kaapana, Clerk Typist, PEPS  
Linda Masterjoseph, Clerk Typist, PEPS  
Hau Ting Panoke, Research Support, HNFAS  
Daniel Rubinoff, Assistant Professor, PEPS  
Dayna Thom, Instructional & Student Support, Academic Affairs  
Tommy Thompson, Research Support, PEPS  
Audrey Wilson, Academic Support, HNFAS  
Jinzeng Yang, Associate Professor, HNFAS  
Jackie Young, Secretary, Assoc Dean Research

## ALOHA FROM CTAHR

Gilbert Estabilio, Hawai'i County  
Grace E. Jackson, HNFAS  
Marshall Johnson, PEPS  
Lynn Lebeck, Assoc Dean Research  
Melinda (Jody) Moore, Publications & Information  
Benito Ordillo, Oahu County  
Erica Oshiro, Academic Affairs  
Kenneth Rohrbach, PEPS  
Kenneth Takeda, TPSS  
Agnes Uemura, Oahu County  
Gary Vieth, NREM



Merry  
Christmas  
&  
Happy  
New Year!