



## **ADMINISTRATIVE TIME OFF**

By Executive Memorandum No. 03-11, dated December 2, 2003, Governor Lingle has authorized department heads to grant to their salaried employee eight (8) hours administrative leave. Employees who can be spared from their duties shall be allowed a half-day administrative leave on December 24 and December 31, 2003.

Department Heads are requested to ensure that arrangements made, to provide administrative time off, are fair to all employees.

- If employees prefer a full-day on either December 24<sup>th</sup> or December 31<sup>st</sup> in lieu of the customary two half-days off, this preference may be allowed when operations permit.
- If employees must work and cannot be granted administrative leave on these days, they shall not be entitled to overtime but shall be given equivalent administrative time off on other dates as determined by the department head.

Full-time salaried employees are entitled to eight (8) hours administrative leave; while part-time salaries employees shall be granted a proportionate amount of administrative leave from their scheduled working time. However, employees paid on an hourly basis (not on a monthly salary) and employees on suspension or leave without pay status on both days are not entitled to administrative leave.

Employees who are on vacation or sick leave on December 24<sup>th</sup> or December 31<sup>st</sup> should be charged only for the hours in excess of their applicable administrative leave. However, if adjustment to vacation credits would result in any forfeiture, the employee should be allowed equivalent

administrative time off on other dates as determined by the department head.

Notwithstanding the granting of administrative leave, please ensure that your offices are adequately staffed all day on December 24<sup>th</sup> and 31<sup>st</sup>, to attend to the immediate needs of the public. Offices shall be open for the transaction of public business from 7:45 a.m. to 4:30 p.m.

## **DONATIONS TO THE UH LEAVE SHARING PROGRAM**

As we approach the close of 2003, employees are reminded of the maximum allowable carry over of unused vacation leave balances. Those with vacation leave balances in excess of the maximum 720 hours may face forfeiture. The University's Leave Sharing Program welcomes all donations of vacation hours that will otherwise be forfeited. Vacation leave donations to the central leave bank will be utilized to assist fellow colleagues with critical illnesses who exhaust their own leave balances. Employees wanting to participate, should contact their designated personnel representative for information on how to donate to the central leave bank for this purpose. The UH Form 68, UH Leave Sharing Donation form, is available on the OHR homepage at: <http://www.hawaii.edu/ohr/bor/forms/uh68.pdf>. Please submit form to the CTAHR Personnel Office no later than December 30, 2003.

## **2003 LEAVE CARDS**

Please submit all 2003 leave cards for vacation and sick leave to the CTAHR Personnel Office no later than December 30, 2003.

## US-VISIT PROGRAM

The US-VISIT program will begin at major U.S. airports on January 1, 2004. The program will allow the US Department of Homeland Security to record the entry and exit of non-U.S. citizens and provide officials with information on persons in the U.S. in violation of the terms of their admission. In addition to reviewing visas and passports and asking questions, U.S. Customs and Border Protection Officers will ask nonimmigrant visa holders entering the U.S. to scan their index finger on each hand on a new inkless fingerprint scanner and look into a camera to have their picture taken. Exit procedures will be phased in. More detailed information is available at <http://www.dhs.gov/us-visit>.

To our international faculty, researchers, and staff on UH visa sponsorship, especially those who plan to travel during the winter break and will re-enter the U.S. after December 31, please be aware of this program.

Note: Tourists and business visitors who enter through the Visa Waiver Program will not need to do the fingerprint scan and photo. Their data is submitted electronically by the airline carriers. By October 26, 2004 nationals from Visa Waiver Program countries must use machine-readable passports that incorporate biometric identifiers if they apply for admission under the Visa Waiver Program. You may also access this information through a link on the Immigration page of the OIE website at: <http://www.hawaii.edu/oie>.

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

Here's wishing all  
CTAHR employees and  
their families a  
Happy Holiday Season!

January 19, (Monday)	Dr. Martin Luther King, Jr. Day
February 16, (Monday)	President's Day
March 26, (Friday)	Prince Jonah Kuhio Kalaniana'ole Day
April 9, (Friday)	Good Friday
May 31, (Monday)	Memorial Day
June 11, (Friday)	King Kamehameha I Day
July 5 (Monday)	Independence Day
August 20 (Friday)	Statehood Day
September 6 (Monday)	Labor Day
November 2 (Tuesday)	Election Day
November 11 (Thursday)	Veterans' Day
November 25 (Thursday)	Thanksgiving
December 24 (Friday)	Christmas
December 31 (Friday)	New Year's Day 2005

### NEW FACES AT CTAHR

Liang Jie Dong, MBBE  
Mary Mae Golden, PEPS  
Young Soo Keum, MBBE  
Cynthia Kurasaki, Maui County  
Scott Kusuda, FCS  
Rasika Mudalige, TPSS  
Angela Solywoda, Hawai'i County  
Savarni Tripathi, PEPS  
Vinutha Vijayadeva, HNFAS  
Baoping Zhao, HNFAS

### ALOHA FROM CTAHR

Catherine Cavaletto, TPSS  
Quincy Edwards, NREM  
Wilma Go, HNFAS  
Darcy Oishi, PEPS  
Donald Schmitt, PEPS  
Jaw Kai Wang, MBBE



### 2004 Hawai'i State Holidays

January 1, (Thursday)      New Year's Day