



# UNIVERSITY of HAWAII®

Ke Kulanui o Hawai'i

Wendy F. Hensel  
President

February 8, 2026

## MEMORANDUM

TO: Vice Presidents, Chancellors, and iProvost

FROM: Wendy F. Hensel, President

A handwritten signature in blue ink, appearing to read 'Wendy Hensel'.

SUBJECT: Severe Weather Conditions in the State of Hawai'i - Administrative Leave  
for Employees Located on University of Hawai'i Campuses on All Islands

This serves to confirm that all University of Hawai'i employees who have **not been directed to report to work or remain at work due to operational needs**, are authorized to take Administrative Leave on **Monday, February 9, 2026**, due to anticipated severe weather conditions, per Governor Green's memorandum dated February 8, 2026 (see attached). **Should weather conditions change, you will be notified and employees may be required to return to work.**

Employees affected by the closing of the campuses and/or offices should not report to work on these days, and will be granted administrative leave, except for:

- Departmental Disaster/Emergency Coordinators,
- Disaster Response Workers, and
- Employees whose work involves continuing crucial operations/services.

Employees who fall into one of the above categories should report to work. If the approving campus authority determines these employees should be excused, they will be entitled to administrative leave. If employees are unsure as to whether they fall into the categories above, they should consult with their immediate supervisor.

The following information is provided to clarify work and leave status of employees:

1. Employees, other than those who have been designated to report to work or remain at work, are released from work and shall be credited with their regularly scheduled work hours. The administrative leave time shall be effective **Monday, February 9, 2026, unless notified otherwise.**

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Fax: (808) 956-5286  
An Equal Opportunity Institution

2. Employees who are required to report to work or remain at work on **Monday, February 9, 2026** shall be considered as having worked their normal days of work and shall not be granted equivalent time off at a later date.
3. Employees who are on their scheduled day(s) off shall not be granted equivalent time off at a later date.
4. Employees who are on approved leave (including sick leave or vacation leave) 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.
5. Employees who called in sick and/or requested vacation or other type of leave including leave without pay during the period on **Monday, February 9, 2026** shall be charged the appropriate leave and shall not be granted equivalent time off at a later date.
6. Hourly paid employees scheduled to work shall not be entitled to administrative leave and should not report to or remain at work except for employees who are designated to report to or remain at work due to their services being required.

Employees may call their departmental or campus Human Resources Office if they have questions regarding this memorandum. Departmental or campus Human Resources Offices may contact the Office of Human Resources (Jeffery Long, Director at [jefferyl@hawaii.edu](mailto:jefferyl@hawaii.edu)) for guidance regarding unique situations.

Attachment: Governor's Memorandum – Administrative Leave for Severe Weather on February 9, 2026

c: UH Human Resources Representatives  
Leonard Gouveia, Executive Director, RCUH  
Christian Fern, Executive Director, UHPA  
Randy Perreira, Executive Director, HGEA  
Kalani Werner, State Director, UPW

JOSH GREEN, M.D.  
GOVERNOR  
KE KIA'ĀINA



EXECUTIVE CHAMBERS  
KE KE'ENA O KE KIA'ĀINA

February 8, 2026

**MEMORANDUM**

TO: All State Department and Agency Heads

FROM: Josh Green, M.D.  
Governor, State of Hawai'i

SUBJECT: Administrative Leave for Severe Weather on February 9, 2026  
(All Islands)

This is to inform you that, due to expected severe weather conditions, State offices and Department of Education Schools on all islands will be closed on **Monday, February 9, 2026**. 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, February 9, 2026**, 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 should 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 refer questions from your managers, supervisors, or employees to your department's Human Resources Office. However, if your Human Resources Office needs assistance, please refer them to their assigned point-of-contact in the Labor Relations Division, Department of Human Resources Development.

Your cooperation in this time of severe weather is greatly appreciated. Please stay safe and up to date on ongoing severe weather developments.

Mahalo,



Josh Green, M.D.

Governor, State of Hawai'i

- c: Brooke Wilson, Chief of Staff, Office of the Governor  
James Barros, Administrator, Hawai'i Emergency Management Agency (HI-EMA)