



UNIVERSITY
of HAWAII®

Ke Kulanui o Hawai'i

Wendy F. Hensel
President

August 16, 2026

MEMORANDUM

TO: Vice Presidents and Chancellors

FROM: Wendy F. Hensel, President

SUBJECT: Administrative Leave for Post Hurricane Lala Recovery for Employees
Located on University of Hawai'i Campuses on All Islands

UH Mānoa will be closed Monday, August 17, 2026, with the exception of Student Housing Move-In Day and scheduled UH Mānoa Athletics activities. Only employees needed for essential operations, Student Housing Move-In Day and scheduled Athletics activities should report to campus. 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, August 17, 2026**, due to the severe aftereffects of Hurricane Lala, per Governor Green's memorandum dated August 16, 2026 (see attached).

Employees affected by the closing of the campuses and/or offices should not report to work on August 17, 2026, and will be granted administrative leave, except for:

- Departmental Disaster/Emergency Coordinators,
- Disaster Response Workers,
- Employees whose work involves continuing crucial operations/services, such as hospital workers, correctional workers, building and grounds maintenance and infrastructure support workers, food service, etc, and
- Employees who are assigned to remote work.

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:

2444 Dole Street, Bachman Hall
Honolulu, Hawai'i 96822
Telephone: (808) 956-8207
Fax: (808) 956-5286
An Equal Opportunity Institution

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, August 17, 2026, unless notified otherwise.**
2. Employees who are required to report to work or remain at work on **Monday, August 17, 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 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 on **Monday, August 17, 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) for guidance regarding unique situations.

Attachment: Governor's Memorandum – Administrative Leave for Severe Weather on August 16, 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

August 16, 2026

TO: All State Department and Agency Heads

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

SUBJECT: Administrative Leave for Post Hurricane Lala Recovery on Monday,
August 17, 2026

This is to inform you that, due to the severe aftereffects of Hurricane Lala, State offices and Department of Education Schools statewide will be closed on **Monday, August 17, 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;
- Employees whose work involves continuing crucial operations/services, such as hospital workers, correctional workers, building and grounds maintenance and infrastructure support workers, food service, etc; and
- Employees who are assigned to remote work.

Employees who fall into one of the above categories are required to report to work, or perform remote 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 to clarify the work or leave status of employees:

1. Employees who work on **Monday, August 17, 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 shall continue to be 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,

A handwritten signature in black ink that reads "Josh Green M.D." in a cursive style.

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

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