



UNIVERSITY
of HAWAII®

Ke Kulanui o Hawai'i

Wendy F. Hensel
President

September 8, 2026

MEMORANDUM

TO: Vice Presidents and Chancellors

FROM: Wendy F. Hensel, President

SUBJECT: Administrative Leave for University of Hawai'i – Kaua'i Campus and Offices

This serves to confirm that University of Hawai'i employees located in offices or campuses on the island of Kaua'i who have not been **directed to report to work or remain at work due to operational needs**, are authorized to take Administrative Leave on **Wednesday, September 9 through Friday, September 11, 2026**, due expected severe weather conditions, per Governor Green's memorandum dated September 8, 2026 (see attached).

Employees affected by the closing of the Kaua'i campus and/or offices should not report to work September 9 through September 11, 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:

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

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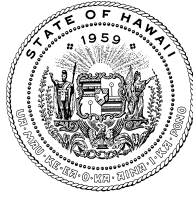
2. scheduled work hours. The administrative leave time shall be effective **Wednesday, September 9 through Friday, September 11, 2026 unless notified otherwise.**
3. Employees who are required to report to work or remain at work on **Wednesday, September 9 through Friday, September 11, 2026** shall be considered as having worked their normal days of work and shall not be granted equivalent time off at a later date.
4. Employees who are on their scheduled day off shall not be granted equivalent time off at a later date.
5. 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.
6. Employees who called in sick and/or requested vacation or other type of leave including leave without pay on **Wednesday, September 9, 2026 through Friday, September 11, 2026** shall be charged the appropriate leave and shall not be granted equivalent time off at a later date.
7. 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 September 9 through 11, 2026 – Island of Kaua'i Only

- 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

September 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
September 9–11, 2026 – Island of Kaua'i Only

This is to inform you that, due to the adverse impacts of Hurricane Lowell, State offices on the Island of Kaua'i will be closed from **Wednesday, September 9, through Friday, September 11, 2026**. This memorandum does not apply to the Department of Education, which will be issuing more specific guidance to employees, parents, and students. 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 four 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 during the period of **September 9–11, 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, Administrative Director and Chief of Staff, Office of the Governor
David Lopez, Administrator, Hawai'i Emergency Management Agency (HIEMA)