UNIVERSITY of HAWAI'I®
Ke Kulanui o Hawai'i

Wendy F. Hensel
President

REVISED

November 9, 2026

MEMORANDUM

TO: UH Officers

FROM: Wendy F. Hensel
President

SUBJECT: Administrative Leave for University of Hawai'i Employees During the 2026 Holiday Season

In accordance with Governor Josh Green's Executive Memorandum, "Administrative Leave During the 2026 Holiday Season" (Memo No. 26-07), I am authorizing eight (8) hours of administrative leave for regular University of Hawai'i employees, to be applied on one of the following days:

- Friday, November 27, 2026
- Thursday, December 24, 2026
- Thursday, December 31, 2026

This leave must be taken as a single, full, eight (8) hour day on one of the designated dates and may not be split into partial days. Full-time salaried employees are entitled to eight (8) hours administrative leave, while part-time salaried employees shall be granted a proportionate amount of administrative leave from their scheduled working time.

Employees paid on an hourly basis (not on a monthly salary) and employees on suspension or leave without pay status on the days listed above are not entitled to administrative leave. Employees on scheduled paid breaks by collective bargaining agreement are not entitled to administrative leave.

It is the responsibility of the executive administrative heads of University units to ensure

1) that arrangements for administrative leave are fairly applied to all employees, and,
2) that supervisors provide adequate coverage for University of Hawai'i offices, which will remain open during regular business hours during those days.

If employees must work and cannot be granted administrative leave on the dates indicated, they shall not be entitled to overtime, but shall be given equivalent administrative time off on other dates as determined by the supervisor or executive administrative head of the unit. This

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leave must be taken between December 7, 2026 and January 8, 2027.

Employees who are on vacation or sick leave on the designated dates 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 leave off on other dates between Monday, December 7, 2026 and Friday, January 8, 2027.

Supervisors may also consider granting vacation leave requests from employees who wish to spend additional time with their families on a case-by-case basis, being mindful of the need to maintain adequate staffing levels so that customer service will not be negatively impacted.

This allowance for Administrative Leave is solely to address Governor Green's Executive Memorandum. This does not create a practice, nor expectation of future Administrative Leaves. This allowance for Administrative Leave may be rescinded by the University at any time.

Thank you, and I wish you and your families a safe and happy holiday season. Any questions may be addressed to your appropriate Human Resources office.

c: HR Roundtable
Christian Fern, Executive Director, University of Hawai‘i Professional Assembly
Randy Perreira, Executive Director, Hawai‘i Government Employees Association
Kalani Werner, Director, United Public Workers, AFSCME Local 646, AFL-CIO

Attachments 1. Executive Memorandum (Memo No. 26-07)

JOSH GREEN, M.D.
GOVERNOR
KE KIA‘ĀINA

EXECUTIVE CHAMBERS
KE KE‘ENA O KE KIA‘ĀINA

November 4, 2026

EXECUTIVE MEMORANDUM MEMO NO. 26-07

TO: All Department Heads

SUBJECT: Administrative Leave During the 2026 Holiday Season

As we approach the holiday season, I would like to extend my sincere appreciation for your continued dedication and service to the people of Hawai‘i. In recognition of your contributions, department heads are authorized to grant all salaried employees eight (8) hours of administrative leave during this period.

Employees who can be spared from their duties may take a full day of administrative leave on either Friday, November 27, 2026; Thursday, December 24, 2026; or Thursday, December 31, 2026. This leave must be taken as a single, full, eight (8) hour day on one of the designated dates and may not be split into partial days.

I encourage department heads to ensure that these arrangements are made equitably, allowing as many employees as possible to participate while maintaining essential public services.

Please note that all full-time salaried employees are entitled to eight (8) hours of administrative leave, while part-time salaried employees shall be granted a proportionate amount of administrative leave from their scheduled work time. However, employees paid on an hourly basis (not on a monthly salary), employees on suspension or leave without pay status on any of the designated dates are not eligible for this leave benefit. Employees on scheduled paid breaks by collective bargaining agreement are not entitled to administrative leave.

If operations are such that employees must work and cannot be granted administrative leave on any of the designated dates, they shall not be entitled to overtime but shall be

given equivalent administrative time off on another date as determined by the department head between Monday, December 7, 2026, and Friday, January 8, 2027.

Employees who are on vacation or sick leave on any of the designated dates should be charged only for the hours in excess of their applicable administrative leave. Should this adjustment result in any potential forfeiture of vacation credits, department heads are authorized to provide equivalent administrative leave on another day between December 7, 2026, through Friday, January 8, 2027.

Although administrative leave is being offered, please ensure that offices remain adequately staffed on Friday, November 27; Thursday, December 24; and Thursday, December 31 to continue serving the public. State offices shall remain open during regular business hours on these days.

Departments may also consider granting vacation leave requests from employees who wish to spend additional time with their families on a case-by-case basis, being mindful of the need to maintain adequate staffing levels so that customer service will not be negatively impacted.

As we celebrate this season, I encourage everyone to support our local businesses, the heart of our communities and key to preserving Hawai‘i’s unique character. By choosing to shop locally, we help sustain these vital establishments, strengthen our economy and foster resilience within our communities.

As we look ahead to the holiday season, I want to express my gratitude for your hard work and commitment throughout the year. Your dedication to moving Hawai‘i forward is truly appreciated. I hope the coming months bring you and your family peace, joy and continued success.

If you have any questions, please contact your respective labor relations point of contact at the Department of Human Resources Development, Labor Relations Division.

Mahalo,

Josh Green M.D.

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