



February 9, 2021

MEMORANDUM

TO: Senior Management Team
Chancellors

FROM: David Lassner
President

SUBJECT: Administrative Leave for University of Hawai'i Employees Receiving
Covid-19 Vaccines

To support a safe and healthy work environment at the University of Hawai'i (University) during the Covid-19 emergency, and to support the State's efforts to implement a comprehensive vaccination plan, the University will grant administrative leave of up to two (2) hours for employees who receive the Covid-19 vaccine during normal work hours, as outlined below.

1. An employee may be granted Administrative Leave up to two (2) hour to receive a Covid-19 vaccination during normal work hours, as operations permit.
2. The two (2) hours of Administrative Leave includes travel time.
3. For Covid-19 vaccinations that require two doses, the employee may be granted up to two (2) hours of Administrative Leave for each dose.
4. Employees must notify their supervisors, and receive permission, prior to leaving the worksite to receive the vaccination.
5. Administrative Leave will only be granted for off-site vaccinations; if a Covid-19 vaccine is received on a University of Hawai'i campus, the employee shall not be granted Administrative Leave.
6. The Employer may require proof of the vaccination as a condition of granting Administrative Leave.
7. Administrative Leave may be granted to any type of University employee, including student employees, 89-day hires, part-time employees, etc.

8. If the vaccination is received on an employee's normal day or time off, Administrative Leave will not be applicable, and no adjustments to the employee's pay, leave balances, or hours of work will be made.
9. If an employee receives the vaccination during an approved vacation leave, the employee may request an adjustment and be granted up to two (2) hours of Administrative Leave; proof of vaccination may be required.
10. If an employee already used personal leave (vacation, sick, or compensatory), or took authorized leave without pay, in order to receive the Covid-19 vaccination, the employee may request an adjustment and be granted up to two (2) hours of retroactive Administrative Leave; proof of vaccination may be required.
11. The Administrative Leave may not be accumulated or used to grant equivalent time off at a later date.
12. This allowance for Administrative Leave is solely to address the current Covid-19 emergency. 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, and will expire on December 31, 2021, unless superseded or rescinded earlier.

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
Liz Ho, Administrator, United Public Workers, AFSCME Local 646, AFL-CIO