



UNIVERSITY
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SYSTEM

M.R.C. Greenwood, Ph.D.
President

April 28, 2010

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 10-03

TO: University Administrators and Chancellors

FROM: M.R.C. Greenwood
President *Linda Leland*

SUBJECT: REVISED ADMINISTRATIVE PROCEDURE
A9.380 VACATION AND SICK LEAVE SYSTEM

Transmitted herewith is the revised Administrative Procedure A9.380 Vacation and Sick Leave System. The purpose of this procedure is to provide guidelines for the on-line reporting and accounting system for leave. With the establishment of the on-line reporting and accounting system for vacation, sick and other leaves, earned and used by eligible University personnel, this administrative procedure establishes guidelines for University personnel to process the required documentation.

Please call the Office of Human Resources at 956-7798 should you have any questions on this procedure.

Attachment

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

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