



August 25, 2011

ADMINISTRATIVE PROCEDURE MEMORANDUM NO. 11-10

TO: University Administrators and Chancellors

FROM: Linda K. Johnsrud *Linda K. Johnsrud*  
Executive Vice President for Academic Affairs/Provost

SUBJECT: Revised Administrative Procedure A9.470 Leave Sharing Program

Transmitted herewith is the revised Administrative Procedure A9.470 Leave Sharing Program. The University's Leave Sharing Program was established pursuant to Chapter 78-26, Hawai'i Revised Statutes (HRS). The procedure provides guidelines that allow employees to help ease the financial burden of fellow employees who have exhausted all paid leave and who would otherwise need to take time off from work without pay to recover from a serious personal illness or injury or to care for a family member who has a serious personal illness or injury and is incapable of self-care. Revisions of the administrative procedure include:

- Change in plan authority from Title 14 to HRS 78-26
- Employee benefit to care for a family member who has a serious personal illness or injury and is incapable of self-care
- Clarification of responsibilities for Office of Human Resources and Vice President/Chancellor/Dean/Director or designee
- Applicable to civil union member (effective January 1, 2012)
- Establish maximum numbers of days to care for a family member for 12-month and 9-month employees

Please call the Office of Human Resources at 956-8643 should you have any questions.

Attachment