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GOVERNOR



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HITAG

**OCT 15 2009**

MEMORANDUM FOR CDR, HIANG  
CDR, HIARNG  
USPFO

SUBJECT: Leave Guidance During State Department of Education (DOE) Furlough Days

1. I recognize that many of our full-time force of Federal technicians and Active Guard Reserve (AGR) members have school age children attending State DOE public schools. They may have difficulty obtaining qualified childcare during the projected furlough Fridays that the State is proposing for this fiscal year and the next. For some of these employees, there may even be an adverse financial impact. Therefore, I am authorizing a liberal leave policy for these affected departmental Federal technicians and AGR members. All considerations for agency employees, to meet possible conflicts in school schedules, will be matched against on-going departmental mission requirements.

2. This memorandum provides the following guidance for leaders and supervisors to support our departmental Federal technicians and AGR members, with school age children attending State DOE public schools:

a. Technicians are authorized the use of annual leave, compensatory time off, and/or leave without pay (LWOP). Technicians on a 5-4/9 work schedule are authorized, with the coordination of their supervisor, to request a change in the off-day from Monday to Friday. Those technicians currently on a 5/8 work schedule may request a change to the 5-4/9 work schedule in order to utilize the off-day as a Friday. All requests for change will state the reason being due to childcare conflicts with the State DOE furlough days.

b. AGR members are authorized leave on furlough Fridays without being charged to sign leave for the entire weekend. The DA Form 31 must be annotated with "State DOE Furlough Leave" in the comments section. Supervisors of HIANG AGR personnel may adjust the member's official work schedule, if on a 5-4/9 schedule, to provide for a non-chargeable leave day off on the furlough Fridays, in lieu of another non-duty day period. No passes are authorized for these furlough days.

Managers/supervisors approval for these requests remains dependent on mission requirements.

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3. Departmental personnel, who do not have school age student dependents or have all of their school age dependants in private schools or other educational environments not impacted by the furlough Fridays, will continue to observe their normal work schedules. If there is a requirement to adjust any of these personnel schedules, for mission requirements, they will be coordinated through their supervisors and the Human Resources Office (HRO), prior to the need, on a case by case basis. No new agency work schedules will be implemented without my approval, HRO concurrence, and the bargaining union's right to impact and implementation.

4. This current furlough response policy could be subject to change if the furlough timelines and frequency are adjusted by the State DOE. The HRO's Labor Management Specialist will coordinate with the bargaining union on this interim requirement. All normal notification requirements will be extended to the Union leadership, as we craft this unique response to unanticipated requirements for childcare due to the State DOE furlough plan.



ROBERT G. F. LEE  
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