

LINDA LINGLE
GOVERNOR



ROBERT G. F. LEE
MAJOR GENERAL
ADJUTANT GENERAL

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STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD
HONOLULU, HAWAII 96816-4495

20 MAR 2003

HIHRO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Time and Attendance Records

1. The State of Hawaii, Department of Defense, shall maintain a safe, healthy and positive work environment for all our employees. To fulfill this directive, I have authorized the establishment of a revised minimum charge leave time for federal technicians of the Hawaii Army National Guard.
2. As the Adjutant General, I retain the right to prescribe work schedules necessary to meet the requirements established in Hawaii Revised Statutes and Federal and State mission requirements. In order to ensure we meet our mission requirements and maintain our support to our soldiers, employees and the public, the following guidelines will be implemented and followed in the Hawaii Army National Guard regarding time and attendance records:
 - a. To support time and attendance records, employees shall request approval of leave. Leave used should be documented and approved in writing by supervisors designated to make such approval. Documentation for leave used shall show the dates, times, and types of leave taken. OPM Form 71 (Request for Leave or Approved Absence) will be used to document such requests for leave and approval/disapproval.
 - b. Employees may not be compensated for leave taken in excess of leave accrued except for religious observations taken for which compensatory time off for religious reason was not worked in advance and for authorized advance leave.
 - c. The minimum charge time for leave is established at **15 minutes** for time and attendance records.
 - d. Military leave is exempt from this policy. Military leave must be taken in one-hour increments in accordance with the Office of Personnel Management (OPM) guidance.

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3. The United States Property and Fiscal Office (USPFO) will be responsible to ensure that all units are in compliance with this policy in addition to federal and state laws. The time and attendance records will be monitored to ensure compliance with this policy.

4. This policy does not supersede any applicable collective bargaining agreement. Employees should refer to their collective bargaining agreement or inquire with their union representative for guidance regarding enforcement of the policy. Any grievances regarding this policy will follow collective bargaining agreements. Any disciplinary actions will be administrated in accordance with Technician Personnel Regulation (TPR) 752.

5. This policy is effective immediately and will remain in effect unless superseded.

6. This revised time and attendance records policy is one of many positive steps we are taking to improve the working conditions in our department while simultaneously improving productivity. I encourage all efforts by supervisors and employees to foster a culture that continues to enhance job performance of our people. I will monitor this policy to ensure we continue to fulfill our duty and obligations to our community, State and country. If you have any questions about this policy, please contact Colonel Joseph J. Chaves, Personnel Officer, at (808) 733-4118.



ROBERT G.F. LEE
Major General, HIARNG
Adjutant General

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