

LINDA LINGLE
GOVERNOR



RUSS K. SAITO
Comptroller

SANDRA L. YAHIRO
Deputy Comptroller

**STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES**

Kauai District Office
1680 Haleukana Street
Lihue, Hawaii 96766-9063

KDO 10.0125

October 20, 2009

TO: All Occupants of DAGS Buildings

FROM: Stanley S. Doi
District Engineer

SUBJECT: Implementation of Two-Day Furloughs

The following is to advise all occupants of DAGS buildings that beginning October 23, 2009; the department will be observing furlough days on two (2) Fridays of each month for the remainder of fiscal year 2010. Attached is a memo from the Comptroller issued yesterday along with a calendar with days on which DAGS will be on furlough, highlighted in yellow.

The buildings affected by this action on Kauai are:

1. Lihue State Office Building
2. Lihue Health Center and Annex
3. Plant Industry Facility
4. Vector Control Building
5. DAGS Administration Building
6. DAGS Baseyard

Unless prohibited by operational or legal requirements, these buildings will be closed and the following DAGS services will not be available:

1. Opening and closing of the building.
2. Air Conditioning operation.
3. Assistance in addressing building problems by DAGS.
4. Regular repair and maintenance services.

To accommodate departments that are not part of the Executive Branch or departments that are required to operate on those Fridays that have been designated as DAGS furlough days:

1. Each department should contact the Central Services Branch for building keys and the required training on opening and closing of the building.

2. Requests for air conditioning service should be made 48-hours in advance. A charge will be assessed based on the actual cost of operating the system. Please contact Mr. Eric Agena at _____ for the hourly rate.
3. Emergencies such as waterline breaks, air condition malfunctions, electrical outages, etc will be handled as if they occurred during non-operating hours. Please contact Mr. Eric Agena at _____ or Mr. Stanley Doi at _____. Either they or a service technician will respond to these emergency situations.

If any programs within your department are affected by the above action, please contact Mr. Eric Agena, Central Services Branch Manager, at 274-3030 to request our assistance in keeping your areas operational during our furlough days.

Attachments

cc: Mr. Mark Bennett, Dept. of Attorney General
Ms. Georgina Kawamura, Dept. of Budget & Finance
Mr. Lawrence Reifurth, Dept. of Commerce & Consumer Affairs
Ms. Patricia Hamamoto, Dept. of Education
Mr. Micah Kane, Dept. of Hawaiian Home Lands
Dr. Chiyome Fukino, Dept. of Health
Ms. Lillian Koller, Dept. of Human Services
Mr. Darwin Ching, Dept. of Labor & Industrial Relations
Mr. Kurt Kawafuchi, Dept. of Taxation
Ms. Laura Thielen, Dept. of Land & Natural Resources
Mr. Wayne Nishijima, UH Extension Services
Mr. John Hunt, Public Health Administrative Officer
Mr. David Manguchei, Vector Control Inspector V
Ms. Sandra Lee Kunimoto, Chairperson, Department of Agriculture
Mr. Russ K. Saito, Comptroller
Mr. Eric Agena, Central Services Branch Manager
Mr. James Richardson, Central Services Administrator
Mr. Kerry Yoneshige, Business Management Officer

Furlough Calendar for: DAGS, DOA, AG, B&F, DBEDT, DCCA, DHHL, DOH, DHRD, DHS, DPS, DOT, OIP *

October 2009						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Holiday: None

November 2009						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Holiday: November 11 & 26
Veterans' Day & Thanksgiving

December 2009						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Holiday: December 25
Christmas

January 2010						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Holiday: January 1 & 18
New Year's Day & Dr. Martin Luther King, Jr. Day

February 2010						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Holiday: February 15
President's Day

March 2010						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Holiday: March 26
Prince Jonah Kuhio Kalaniana'ole Day

April 2010						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Holiday: April 2
Good Friday

May 2010						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Holiday: May 31
Memorial Day

June 2010						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Holiday: June 11
King Kamehameha I Day

- = Furlough day when office will be closed
- = State Holiday

* The scheduled furloughs will apply to the administrative offices and almost all staff within these departments. However a limited number of programs within a few departments will use alternate scheduled furlough days to minimize disruption of their unique public services. These programs with alternate days will be posted on each department's website.