

# Administrative Time Off

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## OVERVIEW

In the Time and Leave system, the “Administrative Time Off” leave type may be used to record leaves granted by the Governor and/or Department head per conditions stated by the respective authority or related policies. Different reason types will be available for recording purposes (may be subject to change as circumstances occur). In cases where a memorandum has been issued, notate reference to the memorandum in the comments section of the leave entry to assist with review. Refer to your respective HR authority for more information regarding any policies recording this leave type.

The “Administrative Time Off” leave type will only be accessible to users with Leavekeeper or HR Admin security access. Employees will not be able to select this leave type.

## REASON OPTIONS

The following describe the reasons available for this leave type and scenarios where the reason may be applied:

### ADMIN LEAVE – GOV DECLARED

The “Admin Leave – GOV Declared” reason type may be used in situations where the Governor has declared Administrative Leave. For example, due to severe weather conditions (e.g., hurricanes, storms, etc.).

### EXCUSED BY DEPT HEAD – SAF/HTH

The “Excused by Dept Head – SAF/HTH” reason type may be used in situations where the department head determines that circumstances do or will pose safety and health concerns and chooses to excuse affected employees from work. For example, due to building issues, or other adverse weather conditions.

**PROCEDURE**

The Create and Maintain Absence Request job aid on the HIP website can be used for instructions on how to enter leave. A direct link is available here: <https://ags.hawaii.gov/hip/files/2023/01/Create-and-Maintain-Absence-Requests.pdf>

**SUBMIT OPTION**

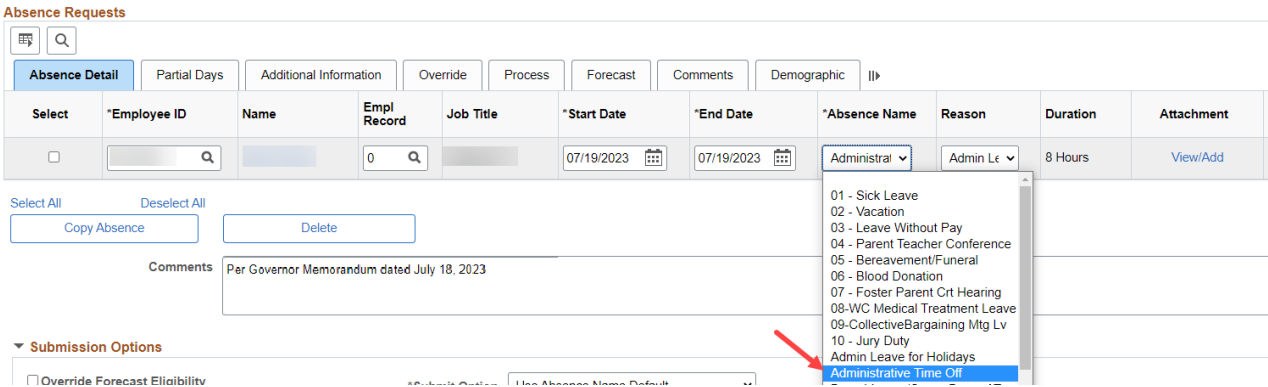
For this “Administrative Time Off,” if the “Use Absence Name Default” submit option is used, the request will route to your departments **HR Admin** users.

Otherwise, the “Approve Automatically” option may be used.

**EXAMPLE**

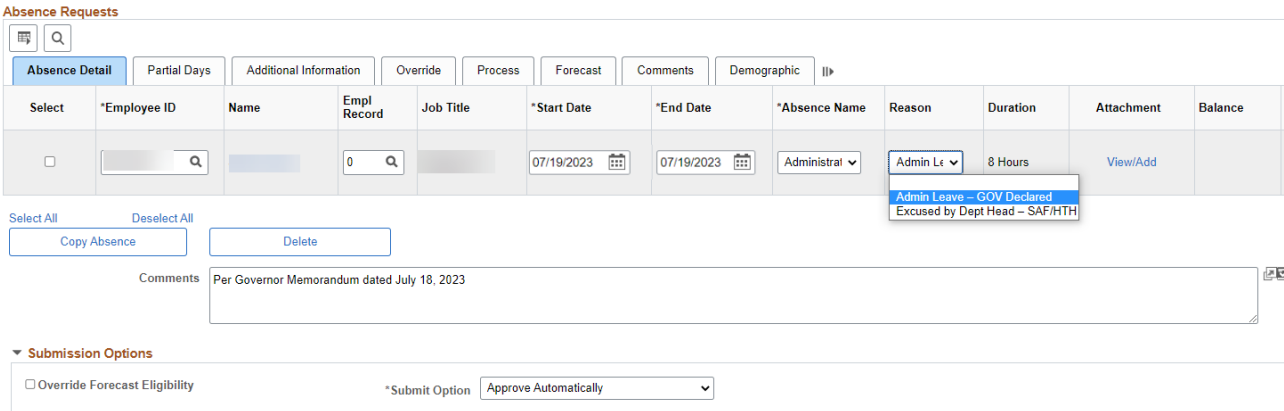
An example of this leave type is shown below:

**Absence Name:**



The screenshot shows the 'Absence Requests' form with the 'Absence Name' dropdown menu open. The menu lists various leave types, and 'Administrative Time Off' is highlighted. A red arrow points to this option. The form also shows a table with columns for Select, Employee ID, Name, Empl Record, Job Title, Start Date, End Date, Absence Name, Reason, Duration, and Attachment. The 'Reason' dropdown is set to 'Admin Lr'.

**Reason:**



The screenshot shows the 'Absence Requests' form with the 'Submission Options' dropdown menu open. The menu lists 'Approve Automatically' as the selected option. The form also shows a table with columns for Select, Employee ID, Name, Empl Record, Job Title, Start Date, End Date, Absence Name, Reason, Duration, Attachment, and Balance. The 'Reason' dropdown is set to 'Admin Lr'.