

# 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). 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>. Additional notes for the leave time are referenced below.

**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.

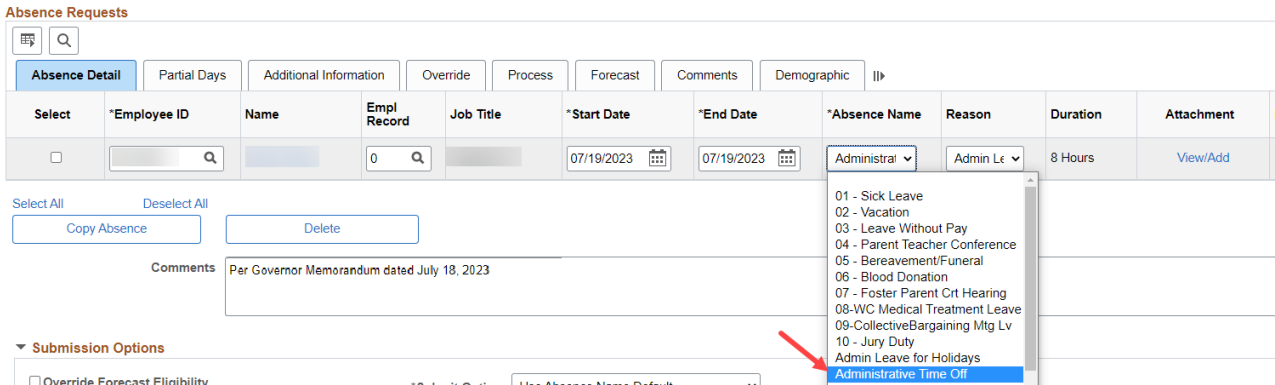
**COMMENTS**

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.

**EXAMPLE**

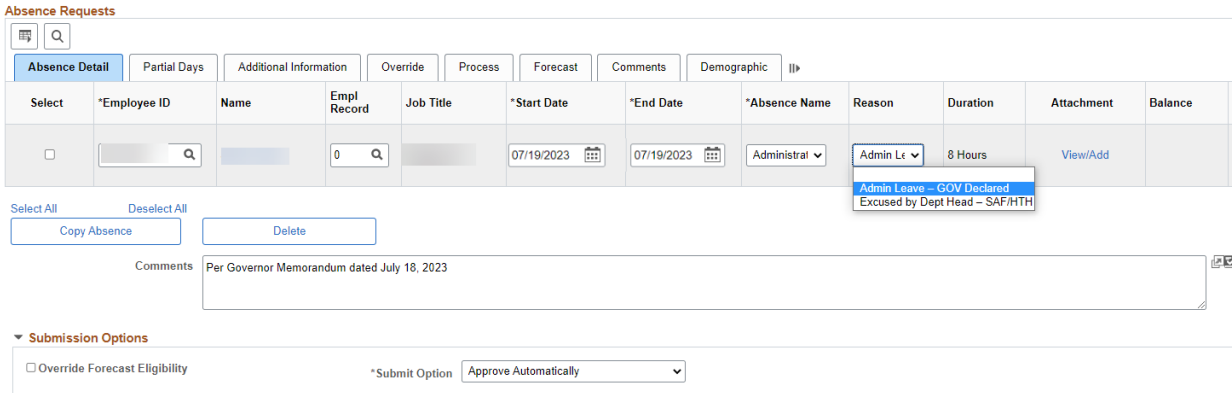
An example of this leave type is shown below:

**Absence Name:**



The screenshot shows the 'Absence Requests' form. The 'Absence Name' dropdown menu is open, displaying a list of options: 01 - Sick Leave, 02 - Vacation, 03 - Leave Without Pay, 04 - Parent Teacher Conference, 05 - Bereavement/Funeral, 06 - Blood Donation, 07 - Foster Parent Crt Hearing, 08 - WC Medical Treatment Leave, 09 - Collective Bargaining Mtg Lv, 10 - Jury Duty, Admin Leave for Holidays, and Administrative Time Off. A red arrow points to the 'Administrative Time Off' option, which is highlighted in blue. The form also shows a 'Reason' dropdown set to 'Admin Le', a duration of '8 Hours', and a comment: 'Per Governor Memorandum dated July 18, 2023'. The 'Submission Options' section shows 'Submit Option' set to 'Use Absence Name Default'.

**Reason:**



The screenshot shows the 'Absence Requests' form. The 'Reason' dropdown menu is open, displaying a list of options: Admin Le, Admin Leave - GOV Declared, and Excused by Dept Head - SAF/HTH. The 'Admin Leave - GOV Declared' option is highlighted in blue. The form also shows a duration of '8 Hours', a comment: 'Per Governor Memorandum dated July 18, 2023', and the 'Submission Options' section showing 'Submit Option' set to 'Approve Automatically'.

**NOTE: Reason is required. If no reason is selected, an error message will appear:**

Absence Reason is required. You must enter Absence Reason (Employee ID, Empl record, Start Date, End Date, Absence Name): [redacted], 0, 2023-07-19, 2023-07-19, Administrative Time Off

The PeopleCode program executed an Error statement, which has produced this message.

OK