



# HOLIDAY ADMINISTRATIVE LEAVE

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## CHANGE LOG

Description of Change	Date
Initial Iteration	December 8, 2025

## OVERVIEW

Holiday Administrative Leave — referred to as “holiday admin leave” in this guide — may be authorized to be taken on designated days during the holiday season through the issuance of an Executive Memorandum for Executive Branch departments or department director approval for non-Executive Branch departments. The holiday season generally covers the period between Thanksgiving and New Year’s Day each year.

Executive Branch departments that participate in Time and Leave will follow the guidance outlined in the Governor’s memorandum for that year. Departments outside the Executive Branch that also participate in Time and Leave (such as the Legislature or the Office of Hawaiian Affairs) may choose whether to opt in or out of participation in the declared holiday administrative leave for that year.



While the number of hours granted and the specific dates may vary from year to year, this guide provides general information on the entitlement and usage of holiday administrative leave within HIP.

#### ELIGIBILITY FOR HOLIDAY ADMIN LEAVE IN HIP

HIP grants holiday admin leave eligibility based on the **Employee Type** (designated as either **Salaried** or **Exception Hourly**) and is enrolled in Absence Management, or in other words, are eligible to earn leave. Employees designated as **Hourly** in HIP are not granted holiday admin leave as they are not enrolled in Absence Management.

For eligibility specifics for a certain year, please consult your HR Authority.

Eligibility requirements may be subject to change from year to year based on the Governor's and/or DHRD's guidance.

#### NEW HIRES

If an employee is hired midway through the Governor's declared holiday admin leave usage period, the employee may still be entitled to holiday admin leave usage. Generally, the employee must be active by the last day to take holiday admin leave for that year.

If the employee is hired after the last day granted, the employee may not be entitled to holiday admin leave for that year.

Refer to the Governor's executive memorandum and/or DHRD's or other HR authority documents for guidance.

#### HOLIDAY ADMIN LEAVE ENTITLEMENT IN HIP

Employees eligible for holiday admin leave will be granted an hourly entitlement based on the allowance given by the Governor. For example, if the Governor grants one day of holiday admin leave for use in the year 20XX, then 8 hours of holiday admin leave entitlement will be granted. If two days are granted, then 16 hours of entitlement will be granted, and so on.

The period of entitlement will be based on the Governor's first day of allowance of use. For example, if the Governor allows the day after Thanksgiving to be one of the days to be used for holiday admin leave, the entitlement will be granted for use to employees effective in the **November 16 – 30 period**.

For employees hired in December and within the eligible holiday admin leave usage period, the entitlement will be granted to them in the period they are hired.

Note that HIP **will not** enforce any special rules for entitlement (*e.g. prorated entitlement for part-time employees*), therefore the departments must supervise and enforce any special situations to ensure proper usage within the Governor's and DHRD's guidelines.


## HOLIDAY ADMIN LEAVE ENTRY

Employees, Supervisors, or Leave Keepers/HR Admins can enter holiday admin leave once the official setup is completed in HIP. The holiday admin leave is intended to be used in full-day or 8-hour increments.

**Note that the Governor and DHRD may send their official communication of holiday admin leave before submission is available in the HIP system. If that occurs , please refer to HR Authority guidance for HIP availability.**

### EMPLOYEE ENTRY VIA EMPLOYEE SELF SERVICE (ESS)

For employees entering their own holiday admin leave, they can do so by navigating to **Employee Self Service> Time> Manage Absences**.



**Manage Absences**

Create a new Request

1. Enter the start and end date of the holiday admin leave request.

2. Select the absence name **Admin Leave for Holidays**.

3. Click **Apply Absence**. The rest of the page will display for further input.

4. Select the leave reason (optional).

5. Duration should indicate 8 hours if the start and end dates equal one day.

6. Click **Check Eligibility** to forecast the leave. The forecasting should result in an eligible status.

7. Write any additional comments to your supervisor if necessary.

8. Submit the leave.

IMPORTANT: Do not submit medical information through HIP

1. Enter the start and end date of the holiday admin leave request.
2. Select the absence name **Admin Leave for Holidays**.
3. Click **Apply Absence**. The rest of the page will display for further input.
4. Select the leave reason (optional).
5. Duration should indicate 8 hours if the start and end dates equal one day.
6. Click **Check Eligibility** to forecast the leave. The forecasting should result in an eligible status.
7. Write any additional comments to your supervisor if necessary.
8. Submit the leave.

Once submitted, it will route to your supervisor for approval.

### SUPERVISOR ENTRY VIA MANAGER SELF SERVICE

Supervisors can enter holiday admin leave for their employees using **Team Time**. Navigate to **Manager Self Service> Team Time> Manage Absences**.

Select the employee that you are reporting holiday admin leave for.

Follow the steps to enter the absence like the one above in the ESS section.

Once submitted, the request will auto-approve since the supervisor is the one entering on the employee's behalf.

### LEAVE KEEPER OR HR ADMIN ENTRY VIA CREATE AND MAINTAIN ABSENCES

Department Leave Keepers and HR Admins are also able to enter their department's holiday admin leave singularly or in a group using **Create and Maintain Absences (Main Menu> Global Payroll & Absence Mgmt> Payee Data> Maintain Absences> Create and Maintain Absences)**.

#### Create and Maintain Absence Requests

> Search

Absence Requests

☐ ☐

Absence Detail   Partial Days   Additional Information   Override   Process   Forecast   Comments   Demographic

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration
<input type="checkbox"/>	<input type="text"/>	Name	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

1. Enter the Employee ID.
2. Ensure the **Empl Rcd** is correct. Note that an employee may have multiple employee records available. You can click on the magnifying glass to see a list of available employee records.
3. Enter the **Start** and **End Date** of the leave.
4. Select the **Admin Leave for Holidays** absence name.
5. Select the Reason (optional).

Once the leave information has been entered, select the leave and forecast to ensure the employee is eligible.

Absence Detail   Partial Days   Additional Information   Override   Process   Forecast   Comments   Demographic

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Balance	Forecast Value
<input type="checkbox"/>	<input type="text"/>		<input type="text"/>	Carpenter Supervisor I	11/28/2025	11/28/2025	Admin Lea	Not Available	ELIGIBLE

Select All   Deselect All

Comments

Submission Options  
☐ Override Forecast Eligibility   \*Submit Option Use Absence Name Default

Once verified, select the leave and submit. Note that the **Submit Option** can be changed to allow for auto-approval, otherwise the submission will route to the employee's supervisor for approval.

## HOLIDAY ADMIN LEAVE ENTITLEMENT REVIEW – RESULTS BY CALENDAR

Department HR Admins can review the employee's holiday admin leave entitlement, if needed, by reviewing the employee's **Results by Calendar** or **Results by Calendar Group Accumulator** page. The accumulators house all the data for an employee's leave entitlements, adjustments, and takes. For the holiday admin leave specific codes, look for "HI ADM..."

Navigation: **Main Menu> Global Payroll & Absence Mgmt> Absence and Payroll Processing> Review Absence/Payroll Info> Results by Calendar (or Results by Calendar Group)**

The holiday admin leave balance, entitlement, take, and adjustment reside in the **Accumulator** tab.

Calendar Results
Earnings and Deductions
**Accumulators**
Supporting Elements

Employee

Calendar ID

LAG 2025S22

Empl ID

Pay Group

LAG

Empl Record

0

State of Hawaii - LAG

Calendar Information

Calendar Group ID

2025 12 01 SM

Description

2025 December 1st Payroll

Segment Number

1

Version

1

Revision

1

Gross Result Value

0.000000

USD

Net Result Value

0.000000

USD

Accumulators

1-5 of 21

View All

Accumulator Results

User Keys

Period	Element Name	Amount	Description	From	Through
Year to Date	HI ADM LV EN_BAL	0.000000	Admin Leave Balance	03/01/2025	02/28/2026
Year to Date	HI ADM LV EN_ENT	8.000000	Admin Leave Entitlement	03/01/2025	02/28/2026
Year to Date	HI ADM LV EN_TAKE	8.000000	Admin Leave Take	03/01/2025	02/28/2026

If an adjustment is needed after review, review the section below to enter an admin leave entitlement adjustment.

## HOLIDAY ADMIN LEAVE ENTITLEMENT MANUAL ADJUSTMENT

Department HR Admins can also manually adjust an employee's holiday admin leave entitlement, if necessary. The most common scenario may be a new employee who starts in the middle of the year's holiday administrative leave period that may not be automatically granted the admin leave entitlement.

Navigation: **Main Menu> Global Payroll & Absence Mgmt> Payee Data> Adjust Balances> Absences**



Enter the employee ID and begin period date (or end period date) in the search prompt. This will narrow down the search results. In this example, the employee ID and the “11/16/2025” begin period is entered on the search prompt.

Employee ID		Name		Empl Record	0
Pay Group	ATF	Description	State of Hawaii - ATF	Pay Entity	SOH
Calendar ID	ATF 2025S22	Begin Date	11/16/2025	End Date	11/30/2025

**Balance Adjustments**

						< > 1-1 of 1 > >   View All
*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments	
HI ADM LV EN	Admin Leave Entitlement	8.00	11/16/2025	11/30/2025		

Select the **HI ADM LV EN** element name and the adjustment amount (either positive to add or negative to subtract). The adjustment will be processed as part of the nightly absence calculation process and results should be shown the next day.

### HOLIDAY ADMIN LEAVE EXAMPLE SCENARIOS

For examples of scenarios that may occur with the usage of holiday admin leave, please refer to the [Refresher Training presentation](#) pg. 10-16, which covers the following scenarios:

- Usage of Holiday Admin Leave in HIP Related to Leave on Last Scheduled Day of Period
- Usage of Holiday Admin Leave in HIP –Switching Prior Leaves to Holiday Admin Leave
- Usage of Holiday Admin Leave in HIP for Retroactive Requests to Replace LWOP
- Usage of Holiday Admin Leave in HIP for Employees on Workers’ Comp
- Reviewing Employee Usage of Holiday Admin Leave