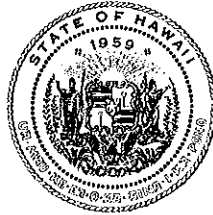
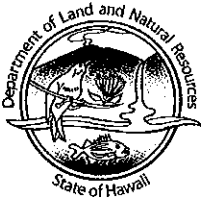


LINDA LINGLE
GOVERNOR OF HAWAII



STATE OF HAWAII
DEPARTMENT OF LAND AND NATURAL RESOURCES

POST OFFICE BOX 621
HONOLULU, HAWAII 96809

June 22, 2009

LAURA H. THIELEN
CHAIRPERSON
BOARD OF LAND AND NATURAL RESOURCES
COMMISSION ON WATER RESOURCE MANAGEMENT

RUSSELL Y. TSUJI
FIRST DEPUTY

KEN C. KAWAHARA
DEPUTY DIRECTOR - WATER

AQUATIC RESOURCES
BOATING AND OCEAN RECREATION
BUREAU OF CONVEYANCES
COMMISSION ON WATER RESOURCE MANAGEMENT
CONSERVATION AND COASTAL LANDS
CONSERVATION AND RESOURCES ENFORCEMENT
ENGINEERING
FORESTRY AND WILDLIFE
HISTORIC PRESERVATION
KAHOOLAWE ISLAND RESERVE COMMISSION
LAND
STATE PARKS

DLNR Furlough Schedule

All DLNR staff, except for the ones listed below, will be furloughed and their respective administrative offices closed three days of the month on the scheduled furlough days noted on the attached calendar. All DLNR staff, except for the ones noted below, must take their furlough day as a full day (8 hours) on the scheduled day.

Exceptions

- **Chairperson's Office:** For the first month of the furlough implementation the Chairperson's Office clerical staff will have one person assigned alternate furlough days to retain clerical coverage 5 days a week to ensure smooth implementation. The need to retain 5-day clerical coverage will be reevaluated at the end of the month based upon the amount and type of calls into the office.
- **Bureau of Conveyances:** The law requires the BOC to be open to the public Monday through Friday, except on State Holidays. All employees will be scheduled one furlough day per week for each of the weeks with a scheduled furlough day. The schedule will allow public access Monday through Friday to the Regular System and Land Court System recording services. On the days the remainder of the building is on a scheduled furlough day, the BOC may institute operational practices, such as using a doorbell, to allow public access to services in a secure environment.
- **State Parks:** Field, maintenance crews and caretakers will have scheduled furlough days on a Tuesday, Wednesday or Thursday on the same weeks as the statewide scheduled furlough days. Field and maintenance crews may be scheduled on the same midweek furlough day (e.g., all crews furloughed on Wednesday) or divide staffing and assign them to alternate midweek days (such as half the crew on Tuesday and half the crew on Wednesday), based upon the respective island and regional staffing (in some regions the staff is too small to divide), the scheduled work projects (some projects may require a full crew on hand together), the needs of the parks and worker safety. However, every employee will have one scheduled furlough day on a Tuesday, Wednesday or Thursday of the same weeks as the statewide scheduled furlough days.

Each State Park will be placed into one of the following three categories:

- **Revenue Generating Park:** Operating hours unchanged, although may have more limited service on furlough days (Ex: Diamond Head).
 - **Historic or Cultural Treasure:** Will close on furlough day if no park staff is available to be there to protect cultural and/or historic treasures and sites (Ex: Lapakahi Historic Park).
 - **General Park:** We're going to begin by keeping the operating hours unchanged and asking the public to kookua and care for these places while we're not there. If they are vandalized, we will close them, but we'll address that on a park-by-park basis based on public behavior.
-
- **Boating & Ocean Recreation:** Harbor Agents and staff will have scheduled furlough days midweek on the same weeks as the statewide scheduled furlough days.

Oahu, where harbor offices are currently closed Sunday-Monday, will schedule furlough days on a Wednesday or Thursday. Neighbor islands, where harbor offices are currently closed Saturday-Sunday, will schedule furlough days on Tuesday, Wednesday or Thursday.

Harbor staff may be scheduled on the same midweek furlough day (e.g., all staff furloughed Wednesday) or divide staffing and assign them to alternate midweek days (such as half the staff on Tuesday and half the staff on Wednesday), based upon the respective island and regional staffing (in some harbors the staff is too small to divide), the scheduled work projects (some projects may require full crew on hand together) and the needs of the harbor users and worker safety. However, every employee will have one scheduled furlough day on a Tuesday, Wednesday or Thursday of the same weeks as the statewide scheduled furlough days.

- **Conservation & Resources Enforcement:** DOCARE Administration will alternate furlough days, with everyone assigned one furlough day each week on the same weeks as the scheduled furlough days to maintain administrative coverage five days a week. Every DOCARE Branch employee is furloughed one day a week on the same weeks as the statewide scheduled furlough days. Branch Managers will rotate schedules to maximize coverage on weekends and holidays, protect officer safety, and will not broadcast furlough days.
- **Engineering Inspection Crew:** Inspectors will be scheduled one furlough day a week on the same weeks as the statewide scheduled furlough days in a manner that retains sufficient inspectors to oversee capital improvement projects by private contractors working five days a week.
- **Engineering Geothermal Crew:** DLNR is required to have a certified staff person on call 24/7 while geothermal drilling is being conducted. The two certified engineers will be assigned alternate furlough days, one day a week on the same weeks as the statewide scheduled furlough days. In the event of expended leave, this "crew of two" may need to designate a make-up furlough day, in the manner described below. This is the only DLNR authorization for non-emergency "make-up" furlough days.

ATTACHMENT B

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

July 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: July 3
Independence Day

August 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: August 21
Statehood Day

September 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: September 7
Labor Day

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	28	29	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 Fridays 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 furlough schedule.

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July 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: July 5
Independence Day

August 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: August 20
Statehood Day

September 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: September 6
Labor Day

October 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: None

November 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: November 2, 11 & 25
General Election Day,
Veterans' Day & Thanksgiving

December 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: December 24 & 31
Christmas & New Year's Day

January 2011						
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 17
Dr. Martin Luther King, Jr. Day

February 2011						
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 21
President's Day

March 2011						
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 25
Prince Jonah Kuhio
Kalaniana'ole Day

April 2011						
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 22
Good Friday

May 2011						
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 30
Memorial Day

June 2011						
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 10
King Kamehameha I Day

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