



STATE OF HAWAII FURLOUGH PLAN

SUMMARY

For the purposes of this plan, a furlough is defined as the placement of an employee temporarily and involuntarily in a non-pay and non-duty status for a limited number of work days per month.

Full-time State Executive Branch Hawai'i Government Employee Association (HGEA) employees under the authority of the Governor will be placed on eighteen (18) days of furlough for the 2010 fiscal year beginning on October 23, 2009 through June 30, 2010; and twenty-four (24) days of furlough for fiscal year 2011 starting July 1, 2010 through June 30, 2011. This equates to a total of forty-two (42) days over the fiscal biennium. Exempt/Excluded employees will observe fifteen (15) furlough days between November 1, 2009 and June 30, 2010. Cabinet Employees will observe pay reductions and no additional furlough days from November 1, 2009 until June 30, 2010.

Part-time employees will be placed on furlough on a pro-rated equivalent. For example those who work 20 hours per week will be placed on 12 hours of furlough per month.

Because of furlough of the work force, unless indicated otherwise, State offices will be closed on designated furlough days. **Attachment A** provides a listing of the State government departments covered by the furlough plan, inclusive of the agencies administratively and statutorily attached to these departments.

Operational units that conduct activities on a continual basis will observe uninterrupted office or operational hours.

DEPARTMENT CLOSURES (October 23, 2009 to June 30, 2010)

Department of Accounting and General Services will be closed as shown in **Attachment B**. The **Aloha Stadium** will observe the same schedule except during the football season. The **Information and Communications Services Division** will observe its current schedule.

Department of Agriculture with the exception of Plant and Animal Quarantine will be closed as shown in **Attachment B**.

Department of the Attorney General – The Child Support Enforcement Agency and the Criminal Justice Data Center will close on the two furlough days per month listed for November 2009 through June 2010 on **Attachment B**. Neither will close on any days in October 2009. Employees will be able to take their two October furlough days at a time of their choosing, through the end of the fiscal year, with the approval of their supervisors.

The remainder of the Department of the Attorney General will not close on any days in October 2009, and employees will be able to take their two October furlough days at a time of their choosing, through the end of the fiscal year, with the approval of their supervisors. A decision will be made on whether the remainder of the Department of the Attorney General will close on set days from November 2009 through June 2010, after the Judiciary announces its furlough plan for that period.

Department of Budget and Finance will be closed as shown in **Attachment B**.

Department of Business, Economic Development and Tourism will be closed as shown in **Attachment B**. (Note: the Natural Energy Laboratory of Hawai'i (NELHA) in Kona will be open to tenants during furlough days and the **Mānoa Innovation Center** on O'ahu will be open to tenants during furlough days.)

Department of Commerce and Consumer Affairs will be closed as shown in **Attachment B**.

Department of Hawaiian Home Lands will be closed as shown in **Attachment B**.

Department of Health with the exception of the **Hawai'i State Hospital, Community Mental Health Centers** shown in **Attachment E**, the **Mental Health Access Line, Kalaupapa, and the Hale Mohalu Hospital** will be closed as shown in **Attachment B**. **Family Guidance Centers** will observe furloughs as shown in **Attachment B** except for the **Kaua'i Family Guidance Center** that will follow the current State Department of Education (DOE) furlough schedule.

Department of Human Resources Development will be closed as shown in **Attachment B**.

Department of Human Services with the exception of the **Hawai'i Youth Correctional Facility** will be closed as shown in **Attachment B**. The **Hawai'i Public Housing Authority** will be closed on specified days as shown in **Attachment C**. **Child Welfare Services** stand-by staff will continue to respond to emergencies including reports made to the **24/7 Child Abuse and Neglect Hotline**.

Department of Labor and Industrial Relations will be closed as shown in **Attachment D**.

Department of Land and Natural Resources with the exception of the **Bureau of Conveyances**, conservation and resource enforcement activities, and certain engineering crews will be closed as shown in **Attachment B**. **Small boat harbors and most parks** will remain open to tenants and the public during furlough days. The Board of Land and Natural Resources will meet on Friday, October 23, 2009, future meeting dates will be posted on the department's web site and public calendar.

Department of Public Safety with the exception of certain operations such as security, health care, **Community Correctional Facilities and the Community Correctional Centers**, and a portion of the **Sheriff Division** operations at the Honolulu International Airport and the State Capitol, all other offices in the department will be closed as shown in **Attachment B**.

Department of Taxation will be closed as shown in **Attachment B**.

Department of Transportation will be closed as shown in **Attachment B** with the exception of the **Airports Division** operational and shift workers, **Aircraft Rescue Firefighting** Personnel, **Harbors Division** District Offices, Harbor's Division vessel traffic control and enforcement units, and certain **Highways Division** operations associated with traffic control.

Office of Information Practices will be closed as shown in **Attachment B**.

OTHER OFFICES THAT WILL MAINTAIN THEIR CURRENT HOURS OF OPERATION

The following offices will maintain their current hours of operation and will stagger or rotate furlough days to minimize impacts on their operations:

Office of the Governor, except for **Neighbor Island Liaison Offices** which will close on furlough days as shown in **Attachment B**.

Office of the Lieutenant Governor, except for the **Office of Information Practices**.

Department of Agriculture Halawa Animal Quarantine Station. Hours at the Honolulu International **Airport Animal Holding Facility** will be open from 8:00 AM to 8:00 PM, Monday through Friday. All plant quarantine inspections at State Airports and Harbors.

Department of Business, Economic Development and Tourism Foreign Trade Zone #9 (Honolulu Harbor) will be open Monday through Fridays except State Holidays.

Department of Defense including the Office of Veterans Services and State Civil Defense.

Geothermal drilling engineering staff will be available for 24/7 coverage when drilling activities occur.

Department of Public Safety on O'ahu: the **O'ahu, Halawa and Waiawa Correctional Centers** and the **Women's Community Correctional Center**. On Hawai'i: the **Hawai'i Correctional Center**. On Kaua'i: The **Kaua'i Correctional Center**. On Maui: The **Maui Correctional Center**.

Department of Transportation H-3 Tunnel Operation, freeway lane coning, **Zipper lane** operation and **Freeway Patrol Service**; **Harbors, Highways and Airports** 24/7 operations will remain open.