



**STATE OF HAWAII  
FURLOUGH SCHEDULE  
July 1, 2010 – June 30, 2011**

03.31.2010

**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), United Public Workers (UPW) Bargaining Unit 1, and certain Bargaining Unit 10 employees under the authority of the Governor will be placed on the equivalent of twenty-four (24) days of furlough for the 2011 fiscal year starting on July 1, 2010 through June 30, 2011.

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 8 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 (July 1, 2010 to June 30, 2011)**

**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 the Plant Quarantine Branch and Animal Quarantine Station** will be closed as shown in **Attachment B**.

**Department of the Attorney General** the **Child Support Enforcement Agency (CSEA)**, **Office of Child Support Hearings (OCSH)**, **Criminal Justice Data Center**, and the **Crime Prevention and Justice Assistance Divisions of the Department of the Attorney General** will follow the furlough schedule as shown in **Attachment B**. All remaining divisions in the Department of the Attorney General (which are the **ATG 100 Legal Divisions, and the Investigations Division, and the Administrative Services Division**) will follow the Judiciary furlough schedule as shown in **Attachment D**.

**Department of Budget and Finance** will be closed as shown in **Attachment B with the exception of the Office of the Public Defender which will be closed as shown in Attachment D**.

**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, 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 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**. **Social Services Division** will follow the Judiciary furlough schedule as shown in **Attachment D**. Also, **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 B**.

**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.

**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 will be closed as shown in **Attachment B**. The **Sheriff Division Court Unit** and **Intake Service Center** and **Correctional programs that work with the court system** will follow the Judiciary furlough schedule as shown in **Attachment D**.

**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** which will close on furlough days as shown in **Attachment B**.

**Department of Agriculture** inspection hours at the **Honolulu Airport Animal Holding Facility** will be from 8:00 AM to 5:00 PM. daily. Animals arriving at the facility after 4:30 P.M. will not be released that day. All **plant quarantine inspections at Honolulu Airport** will cease at 8:30 P.M. nightly unless a request for inspection has been made at least 24 hours in advance and the requestor agrees to pay for all associated salary costs including overtime, and expenses. Requests for after-hours inspection can be made by calling 837-8413.

**Department of Business, Economic Development and Tourism** **Hawaii Tourism Authority** and **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 District Offices, Harbors, Highways and Airports** 24/7 operations will remain open.