

## **PAID ADMINISTRATIVE LEAVE DAYS**

Due to the HGEA negotiated paid administrative leave days, the following offices in the College will be CLOSED on Friday, Nov 27, 2009 and Monday, December 21, 2009 to Thursday, December 31, 2009:

- Dean's Office (participating in Manoa Green Days).
- Social Science Research Institute (SSRI)
- Computer support and computer labs

Chung will be available via email or phone on Friday, November 27, 2009. Location undetermined as Hawaii Hall is participating in Manoa Green Days.

Chung and Dick will be available via email or phone on December 21, 2009 to December 31, 2009. Location undetermined as Hawaii Hall is participating in Manoa Green Days.

The College's departmental offices will not have administrative support staff (including secretaries, clerk typists, APT, student help, casual hires) at work. Office hours for each department will be at the discretion of the Department Chair or Director.

UHPA 9-month or 11-month faculty members shall remain on-duty and fulfill their duties and responsibilities during the paid administrative leave days (November 27, 2009 AND December 21-31, 2009), pursuant to the Unit 7 Collective Bargaining Agreement. Faculty who are Specialists will have their work assignments and office locations coordinated with the respective department. 9-month Graduate Assistants are on-duty; 11-month Research Assistants are on-duty as they are paid by non-appropriated funds.