LINDA LINGLE
GOVERNOR

RUSS K. SAITO
Comptroller

KATHERINE H. THOMASON
Deputy Comptroller

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES
P.O. BOX 119
HONOLULU, HAWAII 96810-0119

MAR - 5 2003

COMPTROLLER'S MEMORANDUM NO. 2003-07

TO: Heads of Departments

SUBJECT: Excess Vacation Leave Pay Out

During the past two months, we have received several requests for approval to pay out vacation credits in excess of the maximum allowed to be carried to the next calendar year. In most of these cases, the requests were the result of supervisors allowing their employees to schedule a large portion of their earned vacation in December and requiring them to work when unforeseen program emergencies arose. I'm requesting that each supervisor, in scheduling employee vacations at the beginning of the year, consider their program's operational needs and manage employee schedules to ensure that employees take an appropriate amount of their earned vacation leave before December.

Because the pay-out for excess vacation requires funds that have not been budgeted, each program affected will be adversely impacted by the need to pay for these additional costs. Please kokua by informing all supervisors responsible for scheduling vacations that such scheduled vacations should be based on each program's operations and also should be scheduled throughout the calendar year to prevent the need to pay out additional unbudgeted costs.

Russ K. Saito

RUSS K. SAITO
State Comptroller

MAR 11 2003