


LEAVES

A9.410 INTERGOVERNMENTAL SERVICE

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1. Purpose. To prescribe procedures to be used in: (a) processing leaves of absence for BOR personnel to participate in assignments or appointments to other governmental jurisdictions and, (b) processing appointments of personnel from other governmental jurisdictions on duty with the University of Hawaii. Agreements for the temporary personnel loan or exchange shall be in accordance with Section 83-2 HRS or Public Law 91-648, Intergovernmental Personnel Act of 1970.
 2. References
 - a. Section 304-11 HRS, Faculty
 - b. Section 79-17 HRS, Leaves, etc.
 - c. Section 79-18 HRS, Leaves, Payments to Retirement System
 - d. Section 88-60 HRS, Members Whose Service are on Loan to Other Governments
 3. Applicability/Responsibility. This procedure is applicable to BOR personnel.
 4. Leave Status of Participants. Participants may be assigned or appointed to another governmental jurisdiction according to the terms of the agreement.
 - a. An employee who is assigned to the receiving unit remains on the University payroll and is placed on leave with pay. During the assignment, unless Board exceptions are approved, the employee is entitled to the same salary, rights and benefits as though remaining at the University. The gaining agency may authorize travel and other allowances as part of the agreement. The University is reimbursed for salary and other costs as specified in the agreement.
 - b. An employee who is appointed in the agency or jurisdiction involved is placed on leave without pay from the University and becomes a temporary employee of

the receiving agency or jurisdiction. Under this option, the employee will receive salary and other compensation under the policies of the agency in which appointed but may retain membership in the Employees' Retirement System in accordance with the above cited references.

5. Application.

- a. An employee may, with the approval of the program head, explore the possibility of participating in an assignment or appointment to another jurisdiction. If a mutual interest develops, a leave request containing the essential information is to be prepared and submitted using the attached form. The request is subject to the same approval procedures and criteria as other leaves with or without pay other than vacation.
- b. The leave request should be submitted sufficiently in advance so that a suitable replacement may be obtained and to permit Board of Regents action prior to the proposed effective date.
- c. The leave request form together with the proposed agreement or other supporting material is to be routed through normal channels to the University Personnel Office for placing on the BOR agenda.
- d. Upon approval by the Board of Regents, the University Personnel Office will return the request to the Chancellor. The Chancellor is authorized to sign the implementing agreement.
- e. After signature by the Chancellor and the participating jurisdiction, copies of the agreement are to be sent to Contracts and Grants Accounting Office, Research Administration, University Personnel Office and the employee's unit.

6. Appointments. Personnel from other governmental jurisdictions who are to perform duty at the University of Hawaii under an authority cited above must be appointed to the University faculty or staff under an appropriate title and pay status. Such personnel are subject to the same classification and compensation criteria and appointment procedures as other BOR appointees except that open recruitment is waived. Such appointment recommendations should be submitted sufficiently in advance to permit formal

Board approval before the intended effective date.

LEAVE REQUEST TO SERVE
IN ANOTHER GOVERNMENT JURISDICTION

1. Name _____ Unit _____
2. This request is for the period _____ to _____
 Leave without pay to accept an appointment
 Leave with pay to accept an assignment
3. Under Intergovernmental Personnel Act of 1970 or
 Other, specify _____
4. Proposed agreement is attached
 Proposed agreement is not attached

Brief description of leave if agreement form or letter is not attached.
Include provisions for salary, fringe benefits and allowances as
appropriate. Add pages as necessary.

Signature _____ Date _____

Recommend:

Approval/Disapproval _____ Date _____
Dean/Director

Approval/Disapproval _____ Date _____
Chancellor

Action:

Approval/Disapproval (BOR) Date _____