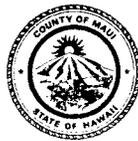


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**COUNTY COUNCIL**  
COUNTY OF MAUI  
200 S. HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
[www.MauiCounty.us](http://www.MauiCounty.us)

April 9, 2018

Mr. David Underwood, Director  
Department of Personnel Services  
County of Maui  
Wailuku, Hawaii 96793

Dear Mr. Underwood:

SUBJECT: **FISCAL YEAR ("FY") 2019 BUDGET** (PS-5) (BF-1)

May I please request you respond to the following:

1. Explain the policy and procedure for sabbatical leave, including the authority for taking such leave.
2. If sabbatical leave is a provision in the collective bargaining agreement, provide a copy of the provision as it relates to each bargaining unit. Furthermore, explain how sabbatical leave applies to appointed personnel.
3. Provide a list of employees currently on sabbatical leave, include the department, position title, date started sabbatical, date of return, the obligation of the employee upon return, and the reason.

May I further request that you transmit your response **no later than Monday, April 16, 2018**, to enable the Committee to comprehensively review the FY 2019 Budget.

To ensure efficient processing, please duplicate the coding in the subject line above for easy reference.

Mr. David Underwood  
April 9, 2018  
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Thank you for your attention to this request. Should you have any questions, please contact me or the Committee staff, Michele Yoshimura (ext. 7663), Shelly Espeleta (ext. 7134), Maggie Clark (ext. 7661), or Yvette Bouthillier (ext. 7758), at your earliest convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Riki Hokama", with a large, sweeping flourish extending to the right.

RIKI HOKAMA, Chair  
Budget and Finance Committee

bf:2019bgt:180408aps01:mmy/ske/mcc

cc: Mayor Alan M. Arakawa  
Budget Director