

Ayau, Shyla

From: Simmons, Michelle
Sent: Friday, December 23, 2011 9:45 AM
To: Ayau, Shyla; Takata, Sharon
Cc: Nakamoto, Pat; Kawauchi, Jamae
Subject: RE: Confidential

Attachments: Transfer sl CHI to other juris incl-excl 10-09-2008.doc; CASH IN LIEU OF VACATION FORM.doc; Circular Tfr Leaves 2008-10-09.pdf; EC-1 rev SEPT 2011_fill.pdf; Checklist Employee Separation rev 2010-12.doc; Change in Status Form (fillabe).pdf



Transfer sl CHI to
other juris...



CASH IN LIEU OF
VACATION FORM...



Circular Tfr Leaves
2008-10-09...



EC-1 rev SEPT
2011_fill.pdf (3...



Checklist Employee
Separation ...



Change in Status
Form (fillabe...

Shyla~

You will need to complete the attached (transfer sl CHI to other juris incl & excl) to transfer your sick leave credit balance to the County of Kauai. You will also need to complete an EC-1 form to inform EUTF that you are transferring to another jurisdiction (copy attached). After completion submit to Sharon for processing.

Sharon~

Please follow the checklist for Employee Separation (attached). You will need to complete the attached cash in lieu of vacation verification form and submit it to Accounts for auditing. With the verification you will submit all Leave of Absence Forms for Shyla for 2011, Shyla's attendance chart, and the 2010 Record of Leave Balances. Then you will prepare a letter with this as an attachment from Jamae to the County of Kauai's Department Head. You can follow the sample I did transferring my leaves to HR. You will need to process an EC-1 form for Shyla and send one copy to EUTF and one copy to Accounts. Change in status form needs to be completed if Shyla pre-taxes per medical plans. You will also need to prepare her Form 13 and submit to Irene at HR.

Hope this information helps all of you.

Michelle Simmons

From: Ayau, Shyla
Sent: Thursday, December 22, 2011 1:57 PM
To: Takata, Sharon
Cc: Simmons, Michelle; Nakamoto, Pat; Kawauchi, Jamae
Subject: Confidential

Sharon,

I would like to know the status of my transfer to County of Kaua'i Elections Division and how long it will take for the process to be completed. I was advised by Gabriella that I needed to initiate an Intergovernmental Movement Form and wasn't sure if I needed to do that or if you were taking care of it.

EXHIBIT "4."

Also, I had a concern about my personnel information being confidential. I was quite surprised when someone from the Kona office told me that they heard I was leaving. I wanted to keep my movement confidential because I don't want to explain why I'm leaving to anyone.

Thank you,

Shyla Ayau

County of Hawaii

Elections Division

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