




**PORT OF GUAM**  
ATURIDATI PUETTON GUAHAN  
**Jose D. Leon Guerrero Commercial Port**  
1026 Cabras Highway, Suite 201, Piti, Guam 96925  
Telephone: 671-477-5931/35 Facsimile: 671-477-2689/4445  
Website: [www.portguam.com](http://www.portguam.com)



Lourdes A. Leon Guerrero  
Governor of Guam  
Joshua F. Tenorio  
Lieutenant Governor

October 14, 2021

**INTER-OFFICE MEMORANDUM**

To: All Port Employees  
From: Rory J. Respicio, General Manager   
Subject: Guidance on Annual Leave Accrual

---

*Hafa Adai!* In order to avoid forfeiture of excess leave at the end of the fiscal year, the attached policy is hereby issued.

Should you have any questions, please feel free to contact the Human Resources Office at extensions 307 or 368. *Si Yu'os Ma'ase,*

Attachment

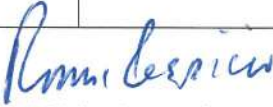


**PORT OF GUAM**  
ATURIDAT I PUETTON GUAHAN  
**Jose D. Leon Guerrero Commercial Port**  
1026 Cabras Highway, Suite 201, Piti, Guam 96925  
Telephone: 671-477-5931/35 Facsimile: 671-477-2689/4445  
Website: [www.portguam.com](http://www.portguam.com)



**Lourdes A. Leon Guerrero**  
Governor of Guam  
**Joshua F. Tenorio**  
Lieutenant Governor

**POLICY MEMORANDUM NO. 2021-GM02**

|  |  |
|--|--|
| To:<br>All Port Employees  | Subject:<br>Guidance on Annual Leave Accrual |
| Effective Date:<br>October 1, 2021   | Revision Date:                               |
| Approved by:<br><br>RORY J. RESPICIO, General Manager |  |

- I. **PURPOSE:** To prevent forfeiture of excess annual leave at the end of the fiscal year (September 30) and to ensure the use of such leave do not result in the discontinuance or disruption of the Port's operations.
- II. **SCOPE:** This is applicable to all full-time employees of the Port.
- III. **DISCUSSION:** Accrual of annual leave is a right granted to all eligible employees, but leave taking is a privilege to be scheduled for the convenience of both the employee and the Authority.
- IV. **POLICY:** It shall be the policy of the Port to afford opportunity for employees to take leave and particularly avoid whenever possible, loss of leave by forfeiture.
- V. **RESPONSIBILITIES:**
  - A. **Employees** are primarily responsible for submitting advance requests for annual leave which will be earned in the leave year to prevent forfeiture of annual leave at the end of the fiscal year. Employees are expected to submit reasonable estimates for use of their leave for the fiscal year.
  - B. **Supervisors** share the responsibility with employees for avoiding forfeiture of "use or lose" leave. Supervisors shall develop by the end of the first quarter of each fiscal year a schedule of annual leave for employees under their supervision.
  - C. **Payroll Section** shall prepare and furnish a list of those employees whose annual leave balance are 320 hours or more to each division head. The list will be prepared prior to the end of each quarter (December 30, March 31, June 30 and September 30). Such list shall be broken by division and section and shall include the anticipated excess leave hours the employee will accrue by the end of the fiscal year.

- D. Division Head**, upon receiving such list, shall meet with the affected employees and advise them of their accrued leave status. If it is apparent that the employee will lose his/her accrued leave by the end of the fiscal year, the employee should be told to schedule his/her leave.

**VI. CREDITING OF EXCESS ANNUAL LEAVE**

Employees who do not schedule themselves after being told to do so, may lose any accrued hours in excess of 420 hours. Any hours between 320 and 420, provided that no more than 100 hours, shall be credited to the employee's accumulated sick leave.