



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

Resolution No. 20-02

Relative to Approving a FY 2020 to FY 2021 One-Time Roll-Over of up to 160 Hours Each of Accrued Annual Leave and Sick Leave Due to COVID-19

WHEREAS, the Research Corporation of the University of Guam (RCUOG) was established by Public Law 32-114 as a public corporation; and

WHEREAS, Public Law 32-114 requires the RCUOG Board of Directors to establish an employment policy for the Research Corporation; and

WHEREAS, the Employee Handbook and Policy Manual, initially approved on October 30, 2014, provides the foundation for an effective work environment and is a primary resource for both employees and management to consult regarding work related functions and activities; and

WHEREAS, RCUOG's Leave, Attendance and Absenteeism Policy currently allows full-time employees to carry over a maximum of eighty (80) hours of accrued annual leave and eighty (80) hours of accrued sick leave to the subsequent fiscal year; and

WHEREAS, RCUOG full-time employees accrue four (4) hours of sick leave per pay period for a maximum of 104 hours per year and accrue four (4), six (6), or eight (8) hours of annual leave per pay period depending on length of service; and

WHEREAS, according to current policy, unused annual and sick leave balances in excess of eighty (80) hours are forfeited at the end of each fiscal year; and

WHEREAS, in preparation for a second wave of COVID-19 infections, a maximum one-time roll over of 160 hours of accrued sick leave and 160 hours of accrued annual leave from Fiscal Year 2020 to Fiscal Year 2021 is recommended.

NOW, THEREFORE, BE IT RESOLVED, Employees may carry over a maximum of 160 hours of accrued annual leave from Fiscal Year 2020 to Fiscal Year 2021. Annual leave balances cannot be cashed out at the end of a fiscal year. Accrued annual leave balances are paid out when the employee resigns, is terminated, or when the employment period ends. Employee accrued annual leave exceeding the 80-hour threshold will be forfeited on September 30, 2021.

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NOW, THEREFORE, BE IT FURTHER RESOLVED, Employees may carry over a maximum of 160 hours of accrued sick leave from FY 2020 to FY 2021. Accrued sick leave balances cannot be cashed out at the end of a fiscal year or when the employee resigns, is terminated, or when the employment period ends. Employee accrued sick leave exceeding the 80-hour threshold will be forfeited on September 30, 2021.

Adopted this 26th Day of June 2020.

Thomas W. Krise
Thomas W. Krise (Jun 29, 2020 10:35 GMT+10)

Dr. Thomas W. Krise, Chairperson

ATTESTED:

Cheryl R. Sangueza
Cheryl R. Sangueza (Jun 29, 2020 10:05 GMT+10)

Dr. Cheryl Sangueza, Secretary