



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

## RESOLUTION NO. 25-05 RELATIVE TO AMENDING THE RCUOG EMPLOYEE HANDBOOK

**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 authorizes the Board of Directors to adopt rules and regulations governing the terms and conditions of employment of RCUOG personnel; and

**WHEREAS**, the Employee Handbook and Policy Manual was initially approved by the Board in 2014 and has undergone subsequent amendments to add or revise policy; and,

**WHEREAS**, the Employee Handbook and Policy Manual provides guidance on employee leave accrual and usage; and

**WHEREAS**, 2 CFR §200.431(b)(3)(i) of the Uniform Guidance states that payments for unused leave upon retirement or termination are unallowable as direct charges to federal awards and, if made, must be funded through non-federal or general administrative resources in accordance with an established, consistently applied leave policy; and

**WHEREAS**, RCUOG receives substantial federal funding and many units do not have sufficient non-federal resources to cover such discretionary costs; and

**WHEREAS**, to ensure alignment with federal cost principles and fiscal responsibility, RCUOG seeks to clarify that unused annual leave payments are not allowed;

**WHEREAS**, In order to minimize the financial burden on grants, RCUOG seeks to limit the amount of unused leave that employees may carry when transferring from one funding source to another; and

**WHEREAS**, RCUOG encourages employees to use their accrued leave during the course of their employment to support work-life balance, minimize potential fiscal liabilities, and promote operational continuity; and


**WHEREAS**, RCUOG recommends including the additions and amendments to the RCUOG Employee Handbook Policy as listed in Exhibit A.



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors hereby adopts the RCUOG Employee Handbook and Policy Manual, as amended.

Adopted this 19<sup>th</sup> day of June 2025.

  
Anita Borja Enriquez (Jun 19, 2025 17:39 GMT+10)

Dr. Anita Borja Enriquez, Chairperson

**ATTESTED:**

  
Shook Ryan (Jun 22, 2025 12:04 GMT+10)

Ryan Shook, Secretary



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

## EXHIBIT A

### POLICY ADDITIONS TO RCUOG EMPLOYEE HANDBOOK

1. Section 6.1 Annual Leave is amended to include the following:

*“RCUOG does not permit payout for unused annual leave under any circumstances, including upon separation from employment. This policy applies to all employees regardless of funding source. In accordance with 2 CFR §200.431(b)(3)(i), such costs are unallowable as direct charges to federal awards. RCUOG encourages employees to use their accrued leave throughout their employment.”*

*“When an employee transfers from one funding source to another, the total amount of annual accrued leave that may be carried to the new funding source shall be limited to a maximum of eighty (80) hours. Any annual leave in excess of this threshold will be forfeited.”*

2. Section 6.2 Sick Leave is amended to include the following:

*“RCUOG does not permit payout for unused sick leave under any circumstances, including upon separation from employment.”*

*“When an employee transfers from one funding source to another, the total amount of accrued sick leave that may be carried to the new funding source shall be limited to a maximum of eighty (80) hours. Any sick leave in excess of this threshold will be forfeited.”*











# Resolution 25-05

Final Audit Report

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