



**RESEARCH CORPORATION**  
of the **UNIVERSITY OF GUAM**

**RESOLUTION NO. 15-10**

**RELATIVE TO AMENDING THE LEAVE, ATTENDANCE, AND ABSENTEEISM,  
POLICY IN THE EMPLOYEE HANDBOOK AND POLICY MANUAL**

**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, as necessary, in administering the affairs of the RCUOG; and

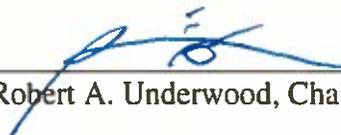
**WHEREAS**, the Employee Handbook and Policy Manual, initially approved on October 30, 2014, provides the foundation for an effective work environment and is a primary resource for both employees and management to consult regarding daily work related functions; and

**WHEREAS**, the Leave, Attendance and Absenteeism Policy in the Employee Handbook and Policy Manual has been revised to allow employees to carry over up to a maximum of eighty (80) hours of earned sick leave and eighty (80) hours of earned annual leave to a new fiscal year rather than forfeiting all unused sick and annual leave on September 30 of each year. Accrued employee annual and sick leave exceeding the eighty (80) hour threshold per category will be forfeited on September 30 of each year; and

**WHEREAS**, the Research Corporation of the University of Guam has funding to support this action in its FY2016 operations budget and will ensure funds are available in future budgets.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors hereby adopts the attached amended Leave, Attendance and Absenteeism Policy to be included in the Employee Handbook and Policy Manual for the Research Corporation of the University of Guam.

Adopted this 18<sup>th</sup> day of December, 2015.

  
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Dr. Robert A. Underwood, Chairperson

**ATTESTED:**

  
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Dr. Kate A. Moots, Secretary