

GOVERNMENT OF GUAM  
OFFICE OF THE GOVERNOR  
AGANA, GUAM

EXECUTIVE ORDER NO. 75-25

AMENDMENT TO THE PERSONNEL RULES  
AND REGULATIONS - ANNUAL AND SICK  
LEAVE ACCRUAL AND OVERTIME  
PAYMENTS AUTHORIZED EMPLOYEES

WHEREAS, Section 4004, Government Code of Guam requires that the Governor promulgate Personnel Rules and Regulations by Executive Order subject to the criteria established by Title V, Chapter I, Government Code of Guam; and

WHEREAS, the Civil Service Commission in its meeting of May  
20, 1975, approved as adopted by the Director of Administration, the amendments of certain provisions of the Personnel Rules and Regulations relative to annual and sick leave benefits and overtime compensation for certain employees of the Commercial Port of Guam; and

WHEREAS, such amendments will provide solutions to some administrative problems relative to fringe benefits of certain operation employees of the Commercial Port of Guam;

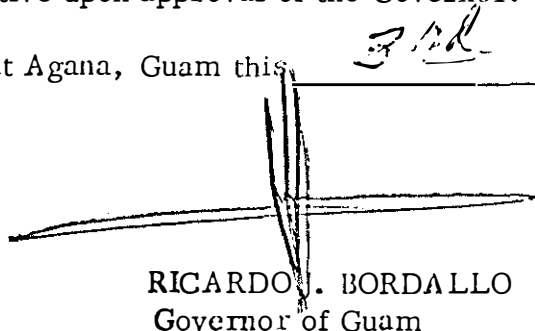
NOW, THEREFORE, I, RICARDO J. BORDALLO, Governor of Guam, by virtue of the authority vested in me by the Organic Act of Guam and Sections 4004 and 4007 of the Government Code of Guam do hereby approve and promulgate, as attached hereto, the amendments to the Personnel Rules and Regulations relative to the basis for accrual of annual and sick leave benefits and overtime payments authorized for certain operation employees of the Commercial Port of Guam.

All prior rules, regulations, policies, memoranda or Executive Orders in conflict with this order are hereby superseded.

This order shall be effective upon approval of the Governor.

Signed and promulgated at Agana, Guam this 31<sup>st</sup> day of

June 1975.

  
RICARDO J. BORDALLO  
Governor of Guam

COUNTERSIGNED:

  
RUDOLPH G. SABLAN  
Lieutenant Governor

Attachment

Exec Order 75-25

DEPARTMENT OF ADMINISTRATION  
GOVERNMENT OF GUAM

PROPOSED AMENDMENT TO PERSONNEL RULES AND REGULATIONS

RULE:

Department of Administration  
Personnel Services Division  
Government of Guam  
P.O. Box 884  
Agana, Guam 96910

11.45 BASIS FOR ACCRUAL: Employees occupying permanent positions  
~~Annual leave~~ shall accrue annual leave for each biweekly pay period  
in which they are ~~an employee is~~ in a pay status for the entire ten  
days; except that Commercial Port operations employees occupying  
permanent positions assigned to the loading and unloading of cargoes  
at the Port shall accrue annual leave when on pay status for not less  
than eighty (80) hours (inclusive of overtime work) bi-weekly; other-  
wise there shall be no accrual for such period.

11.50 SICK LEAVE: Employees occupying permanent positions shall accrue  
sick leave at the rate of one-half day (4 hours) for each biweekly pay  
period in which they are in pay status for the entire ten days; except  
that Commercial Port operations employees occupying permanent  
positions assigned to the loading and unloading of cargoes at the Port  
shall accrue such sick leave when on pay status for not less than  
eighty (80) hours (inclusive of overtime work) biweekly; otherwise  
there shall be no accrual for such period.

12.24;12.25;12.26 OVERTIME PAYMENTS AUTHORIZED: (Pursuant to Executive Order  
71-20 A.3.)

Department of Administration  
Personnel Services Division  
Government of Guam  
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A.3. OVERTIME shall mean only hours in excess of eight (8) hours of  
any workday or forty (40) hours in an administrative workweek. For  
all full-time officers and employees whose normal workweek schedule  
does not consist of five working days and two days off in a workweek,  
overtime shall mean only hours worked in excess of their administrative  
workweek; except that Commercial Port operations employees assigned  
to the loading and unloading of cargoes at the Port whose workweek begins  
on a Saturday shall be paid overtime for all hours worked on Saturdays  
and Sundays and all hours worked in excess of eight (8) hours a day on  
weekdays, provided, however, that when there is no work assigned on  
Saturdays and Sundays, then the normal workweek shall be from Monday  
through Friday and all hours worked in excess of eight (8) hours a day  
shall be on overtime rate of pay.