




OFFICE OF THE VICE PRESIDENT
Administration and Finance

MEMORANDUM

TO: TIMEKEEPERS

FROM: VPAF 

DATE: OCTOBER 25, 2017

RE: BENEFITS DURING SABBATICAL LEAVE

It is the general policy of the Government of Guam and the University of Guam that employee benefits continue to accrue while on approved leave status. This means that sick leave, annual leave and other benefits continue to accrue even though the employee is not physically present.

This is true also for faculty who are on sabbatical leave. The one wrinkle to this general policy stems from Section 4110.2 of Title Four Chapter Four of Guam Code Annotated which reads as follows:

“Academic employees of the University of Guam, all of whom are permanent residents of Guam, may be given a sabbatical leave of absence upon completion of seven (7) consecutive years of satisfactory teaching service. To be eligible for such sabbatical leave, an employee must have obtained a graduate degree and tenure. Any accumulated regular annual leave must be included within and taken at the same time as the sabbatical leave. The University of Guam Board of Regents shall determine eligibility for such leave and shall schedule the same in such a way as to not unduly interfere with or disrupt the operations of the University of Guam.”

This statute indicates that although annual leave continues to be accrued during the sabbatical leave period, it is earned and exhausted during the time the employee is on sabbatical leave. Thus, faculty on sabbatical leave do not accumulate leave while on sabbatical leave and the leave balance should be zero at the end of the sabbatical leave period.

Please ensure that faculty taking sabbatical leave are aware of this condition.

cc: Deans and Directors
Comptroller/Payroll Supervisor