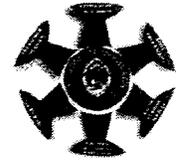




Felix P. Camacho
 Governor
 Michael W. Cruz, M.D.
 Lieutenant Governor

DEPARTMENT OF ADMINISTRATION
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Lourdes M. Perez
 Director
 Joseph C. Manibusan
 Deputy Director

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO. 2009- 023

To: All Line Departments and Agencies
 From: Director, Department of Administration
 Subject: **LEAVE APPLICATION FORM**

AUG 27 2009

Buenas! This circular is in reference to the government of Guam's leave application form, which we have amended to reflect and include a new training code.

It has been the government's practice that when a government employee is approved to attend official training in line with his/her work, the employee's time spent in training is generally compensable working time and the employee is not charged his/her personal leave. Therefore, to ensure compliance with this regulation, if any government employee is approved to attend training away or outside of his/her working area whether local or off-island, i.e. DOA Training Rooms, other government agencies/departments, hotels or public training facilities, the government employee must use and fill out the appropriate box on the leave application form and submit to his/her supervisor or designated approving authority.

The attached revised leave form will be forwarded to the General Services Agency for printing and distribution.

For your convenience, please find attached a copy of amended government of Guam Leave Application Form. Should you have any questions, please contact the Employee-Management Relations Branch at 475-1138 or 475-1249. Si Yu'os Ma'ase.


LOURDES M. PEREZ

Attachment