



LUIS S.N. REYES
Superintendent of Education

GUAM PUBLIC SCHOOL SYSTEM

Manuel F.L. Guerrero / Administration Building
312 Aspinall Avenue
Hagåtña, Guam 96910
Telephone: (671) 475-0457/0462
Fax: (671) 472-5003



STANDARD OPERATING PROCEDURES

Effective Date: **September 25, 2006**

No. **06-001**

SUBJECT: Leave Status
Delegation of Authority in Approving Leave Requests

INQUIRIES: Division Heads
School Principals
Personnel Services
Payroll Section

This Standard Operating Procedure supersedes all other Guam Public School System (GPSS) regulations previously issued on the topics contained herein.

As Superintendent of Education, I herewith officially delegate this responsibility to the Division Heads in the handling of Leave Application Requests. Please see Guam Public School System (GPSS) Organizational Chart as a reference.

Effective immediately, the respective **Division Heads** are to assume the approval and/or disapproval of leave application requests. The following types of leave requests must be approved by the respective division head after approval by the school principal or employee's supervisor is obtained.

1. Administrative Leave
2. Leave under Family Medical Leave Act (FMLA)
3. Leave Sharing
4. Off-Island Leave Request
5. Military Leave
6. Advance Sick Leave
7. Leave Without Pay

The only type of leave requests that will be approved by the **Superintendent of Education** after approval is obtained from the school principal or employee's supervisor via the respective division heads are as follows:

1. Educational Leave
2. Sabbatical Leave
3. Administrative Leave – Absence Pending Further Investigation
 - *Personnel Rules & Regulations: 910.408 - Absence Pending Further Investigation*
914.309 – Leave Pending Investigation

ADDITIONAL GUIDELINES

1. All leave requests must be approved in advance in accordance to Board/Union Contract and Personnel Rules and Regulations.
2. All Administrative Leave requests must be accompanied by a document to support the leave (i.e., memo authorizing the employee to attend a workshop, conference or meeting).
3. Emergency off-island leave (annual, sick, personal, bereavement) can get a verbal approval from the Principal/employee's supervisor but, the leave application and documents to support the leave request must be submitted by the next business day to the respective Division Head.
4. Conversions and back-ins will be processed under the current time and attendance procedures.
5. Leave Sharing requests that is completed and approved by the principal or employee's supervisor must be submitted to Payroll Office for audit purposes before the request can be submitted to the respective Division Head for final approval. Leave Sharing request must be submitted on or before the end of the pay period ending.
6. Military Leave requests approved by the principal or employee's supervisor must be submitted to Payroll Office for audit purposes before the request can be submitted to the respective division head for final approval.
7. Incomplete leave documentation request may result in non-payment of employee.
8. All employees **MUST** be advised that they are not to assume that the leave request has been granted until the request is approved and the form is signed by the respective Division Head and/or the Superintendent of Education.
9. Any deviation from this guidance may result in an administrative course of action.

APPEALS OF LEAVE REQUEST DECISIONS

Employees may appeal leave request decisions made in accordance with the above, subject to the following conditions:

- Appeals must be made to the next highest administrator in the chain of command. No administrator is required to entertain any appeal, which has not been acted upon by the administrator immediately under him/her.
- Appeals will be entertained only if employees contend that lower level administrators did not properly apply criteria or follow procedures established by Guam Public School System (GPSS), Guam Education Policy Board (GEPB), or law in making a leave request decision. In other words, appeals do not have to be entertained if employees want higher-level consideration of their requests simply because they disagree with the decision of a lower level administrator.


ABSENCES REQUIRING REVIEW FROM PAYROLL SECTION

The following leave request must first be reviewed for audit purposes by Payroll Section prior to transmittal and submission to the respective Division Head:

1. Military Leave
2. Advance Sick Leave
3. Leave Sharing

UNAUTHORIZED LEAVE OF ABSENCE FROM DUTY

Principals/division heads shall indicate to the Payroll Section that employees have been placed on "unauthorized leave of absence from duty" status whenever their absences have not been approved under any of the other leave categories contained in the Guam Public School System's Personnel Rules and Regulations.


LUIS S.N. REYES
Superintendent of Education

SEP 25 2006

DATE



LUIS S.N. REYES
Superintendent of Education

GUAM PUBLIC SCHOOL SYSTEM

Manuel F.L. Guerrero / Administration Building
312 Aspinall Avenue
Hagåtña, Guam 96910
Telephone: (671) 475-0457/0462
Fax: (671) 472-5003



September 25, 2006

MEMORANDUM

TO: All Principals and Division Heads
FROM: Superintendent of Education
SUBJECT: Off-Island Leave Requests

This memorandum is a reiteration of the current off-island leave request dated January 19, 2006. Please adhere to the following guidelines in addressing any off-island leave request:

1. All off-island leave requests **MUST** be reviewed and signed by the principal or employee's supervisor prior submission to the respective Division Head.
2. Requests by teachers must be scrutinized to ensure that students are not denied instruction by a qualified teacher unless it is absolutely necessary. Off-island leave requests should be granted only when you're convinced the teacher's duties can be covered by someone who will continue to provide a productive learning environment.
3. Requests to address death, serious illness, and other emergency situations should be accompanied by verifying documents. Approvals for such requests should be given only when the documentation is presented before you and should not be approved with only assurances from the employees that appropriate documentation will be available upon return. The exception to this would be for critical emergencies in which employees are not afforded the opportunity to provide the necessary documentation.
4. All requests for medical treatment off-island must be accompanied by a physician and/or a medical insurance company responding to a physician's request.
5. All employees **MUST** be advised that they are not to assume that the leave request has been granted until the request is approved and the form is signed by the respective Division Head.

Please do not approve an off-island leave request if you honestly believe it is not appropriate for the employee to take the leave when it is requested or when the purpose of the leave can be addressed at a more appropriate time of the year. Please do not anticipate the disapproval by the respective Division Head/Superintendent as a way of avoiding your responsibility to scrutinize and respond appropriately to the leave request.


LUIS S.N. REYES