



Superior Court of Guam

JUDICIAL CENTER • 120 WEST O'BRIEN DR.
AGANA, GUAM 96910
TELEPHONE: (671) 475-3644
FAX: (671) 477-3184

PERRY C. TAITANO

Administrative Director of the Courts

July 25, 1994

MEMORANDUM

TO: Division Heads

FROM: Administrative Director

SUBJECT: ADMINISTRATIVE LEAVE FOR
WORK RELATED INJURIES

The following shall serve as court policy regarding allowable administrative leave time covering therapy sessions for injuries sustained in the course of carrying out assignments during work hours.

Presently, administrative leave is limited to the actual time of work related injury. Employees applying for worker's compensation shall be granted administrative leave time if the injury was sustained during the course of administering job duties and responsibilities, as determined by the Department of Labor, Worker's Compensation Commission.

For further employee recuperation which involves follow-up appointments or therapy sessions, administrative leave time shall be granted on the following conditions:

1. Administrative leave for follow-up appointments and therapy is limited to the actual therapy session lapsed time.
2. Administrative leave for travel time to follow-up appointments and therapy sessions is 15 minutes each way, therefore allowing 30 minutes total travel time should the employee return to work after an appointment. When an employee does not return to work after an appointment, travel time shall be limited to 15 minutes only.

For any time thereafter, employees shall be charged sick or annual leave.

Please inform employees of your respective divisions, effective immediately.


PERRY C. TAITANO

cc: Controller
Human Resources Administrator