



BEFORE THE 2024 JUDICIAL COUNCIL OF GUAM

RESOLUTION NO. JC24-012

**RELATIVE TO AMENDING THE JUDICIARY OF GUAM PERSONNEL
RULES AND REGULATIONS**

WHEREAS, in its efforts to embrace technology and enhance judicial operations, the Judiciary of Guam transitioned to an electronic timekeeping system.

WHEREAS, the Administrator of the Courts intends to adopt an administrative Timekeeping Policy generally consistent with the Judiciary of Guam’s Personnel Rules and Regulations (“Personnel Rules”), except for the provisions on the minimum charge of leave.

WHEREAS, pursuant to Rule 2.000 of the Personnel Rules, the Administrator of the Courts can direct, develop, and implement administrative policies. However, such policies shall be consistent with the Personnel Rules since the authority to update the Personnel Rules remains with the Judicial Council.

WHEREAS, in consultation with the Human Resources Administrator, the Administrator of the Courts recommends amending the minimum charge of leave from 1 hour to 15 minutes as this adjustment would benefit an employee by providing them with greater flexibility and precision in managing their time.

WHEREAS, the proposed Amended Rule 11.102 and 11.202 was circulated and discussed at the June 20, 2024 Judicial Council meeting.

WHEREAS, the Judicial Council finds it to be in the Judiciary’s best interest to modify existing Rule 11.102 and 11.202 of the Personnel Rules.

NOW THEREFORE, BE IT RESOLVED that Amended Rule 11.102 and 11.202, attached hereto, is hereby adopted, and is to be incorporated into the Personnel Rules effective June 20, 2024.

BE IT FURTHER RESOLVED that Rule 11.102 of the Personnel Rules is amended as follows:

11.102 Minimum Charge of Annual Leave


The minimum charge for annual leave shall be **15 minutes** ~~one (1) hour~~ and additional charges in multiples thereof. Under extraordinary circumstances, unavoidable absence from duty of less than ~~one (1) hour~~ 15 minutes, and tardiness may be excused by the division manager for adequate reasons without charge of leave.

BE IT FURTHER RESOLVED that Rule 11.202 of the Personnel Rules is amended as follows:

11.202 Minimum Charge of Sick Leave


The minimum charge for sick leave shall be **15 minutes** ~~one (1) hour~~ and additional charges in multiples thereof.

DULY ADOPTED this June 20, 2024 at a duly noticed meeting of the Judicial Council of Guam.



ROBERT J. TORRES, Chairman
Dated: 6/20/24

ATTEST:



Jessica Perez-Jackson, Executive Secretary
Dated: 6/20/24