



**OFFICE OF THE GOVERNOR  
AMERICAN SAMOA GOVERNMENT**

May 22, 2023

**GENERAL MEMORANDUM NO. 137 – 23**

To: Directors and Agency Heads  
From: Governor of American Samoa  
Subject: Annual Leave

With the summer months upon us and holidays quickly approaching, Directors and ASG employees should plan out the use of their excess annual leave. Personnel managers in each department must have tracking tools in place to ensure compliance with annual leave requirements.

Please be reminded that under A.S.C.A. § 7.1203, only 60 days of unused annual leave can be rolled over to the following year.

Directors should encourage employees to use their annual leave to spend quality time with loved ones and maintain good health and wellness.

Thank you for your attention to this matter.

LEMANU P. S. MAUGA  
Governor