



**OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT**

November 15, 2024

GENERAL MEMORANDUM NO. 239 – 24

To: Secretary of Samoan Affairs, CEOs, Presidents and Executive Directors of Authorities, Directors, Agency and Office Heads

From: Governor of American Samoa

Subject: End of Term Lump-sum Leave Payments

As we move into the final months of this Administration's term, let me take this opportunity to again thank you for your service to ASG and the people of American Samoa. As we look forward to the election and the next term beginning in January, your help is being requested to facilitate lump-sum leave payments for each Director, Deputy Director, and employee of the Governor's Office serving under a Political Appointee contract. Any Director, Deputy Director, or employee of the Governor's Office who is not serving under a Political Appointee contract is not included in this request.

Please prepare the appropriate paperwork for these employees so they may receive their lump-sum leave payment for up to 480 hours as accrued by the employee during the first payroll period in November 2024. Should any accrued leave still be owed thereafter, it will be paid out at the time of the appointee's resignation at the end of the term. Completed paper work should be timely delivered to Amelia Thomsen in the Governor's Office for processing.

Your attention and cooperation in this endeavor is appreciated. God bless you and American Samoa as we close this term of service to our people.

LEMANU P. S. MAUGA
Governor