



**OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT**

November 30, 2023

GENERAL MEMORANDUM NO. 332 – 23

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

From: Governor of American Samoa

Subject: Excess leave as end of year approaches

As we move into December, I ask that Directors please be aware of the accumulation of excess leave of both yourself and your employees. Annual leave is a great benefit but must be managed appropriately. Rather than risk potentially losing excess leave, this time of year is a good time to use excess leave with the upcoming Christmas holiday and the end of the year. Spending time with family during the upcoming holidays is also a great way to allow our employees to rest, relax, rejuvenate, and return refreshed and ready for a productive new year.

Thank you for your consideration and cooperation.

LEMANU P. S. MAUGA
Governor