



# State of New Mexico Leave/Retirement Information

Employee Name

Employee ID

An employee who works 80 hours in a pay period shall accrue leave as indicated below based on service time. An employee who works less than 80 hours in a pay period due to full-time educational leave with pay, absence without leave (AWOL), leave without pay (LWOP), unpaid Family Medical Leave (FML) or is suspended will accrue leave on a pro-rated basis. Leave shall not be used before it is accrued and must be pre-approved according to agency policy.

<u>Years of Service</u>	<u>Annual Leave</u>	<u>Sick Leave</u>	<u>Personal Leave</u>
0 - 3 years	3.08 hours	3.69 hours	* employee's normal workday
3 - 7 years	3.69 hours	3.69 hours	
7 - 11 years	4.61 hours	3.69 hours	
11 - 15 years	5.54 hours	3.69 hours	
15 years and up	6.15 hours	3.69 hours	

\*Employees in career status are entitled to one (1) personal leave day each calendar year. The personal leave day will be consistent with the employee's normal workday. The personal leave day must be taken during consecutive hours and must be taken by December 31 or it will be lost.

At time of separation, no payment will be made for a personal leave day or accrued sick leave unless the individual is retiring and has more than 600 hours of accrued sick leave. Annual leave shall be paid up to a maximum of 240 hours at the employee's current base hourly rate.

Your bi-weekly leave accrual rates are: Annual Leave: Sick Leave:

**PUBLIC EMPLOYEES RETIREMENT ASSOCIATION (PERA) CONTRIBUTION RATE**

Retirement Plan	Employee Contribution Percentage		Employer Contribution Percentage	Pension Factor per Year of Service		Pension Maximum as a Percentage of the Final Average Salary
	Annual Salary less than \$20,000	Annual Salary greater than \$20,000		TIER 1	TIER 2	
State Plan 3	7.42%	8.92%	16.99%	3.0%	2.5%	90%

**RETIREE HEALTHCARE**

EMPLOYER CONTRIBUTION	EMPLOYEE CONTRIBUTION
2% of Gross Earnings	1% of Gross Earnings

I acknowledge that the items listed and initialed above have been explained to me.

Employee Signature

Date

CC: Personnel File