

Phase 1
Job Aid for Management
Request for Union Time, LWOP, Annual Leave, Personal Day,
or Comp Time for Any Union Activity

Action
Any request by a Steward, Officer, Official or Bargaining Unit Employee to their supervisor or manager, for Union Time, LWOP, Annual Leave, Personal Day, or Comp Time to conduct union activities, the supervisor or manager must contact the Labor Relations Bureau (LR) at 505-795-1346 or via email at labor.relations@state.nm.us immediately. If the supervisor or manager has to leave a voice message, the supervisor or manager must leave a call back number in order for the Labor Relations Bureau (LR) to call back the supervisor or manager for direction.
Within one (1) business day, the Labor Relations Bureau (LR) will contact the supervisor or manager for direction to approve or deny the request.