



New Mexico State Personnel Board

State Personnel Office

Michelle Lujan Grisham
Governor

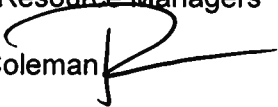
Pamela D. Coleman
Director

State Personnel Board
Christine B. Romero, Chair
Laura A. Liswood, Vice Chair
Carmen V. Chavez, Member
Jerry Manzagol, Member

MEMORANDUM

DATE: August 6, 2020

TO: Cabinet Secretaries, Agency Heads, Elected Officials,
and Human Resource Managers

FROM: Pamela D. Coleman 

SUBJECT: Annual Leave and Personal Leave Day

This memorandum provides agencies with guidance relating to "using-or-losing" annual leave and personal leave day.

Annual Leave: Subsection E of 1.7.7.8 NMAC allows a maximum of 240 hours of annual leave to be carried forward after the last pay period beginning in December. Since the last pay period beginning in December starts on Saturday, December 26, 2020, employees will have until Friday, January 8, 2021, to use any Annual Leave hours over 240, before leave balances are reduced back to 240 hours. For example, if an employee has 244 hours on December 25, 2020, the employee must either use four hours (4) by January 8, 2021, or the four (4) hours will be lost. Note: The employee does not need to account for (or use) any leave they would accumulate during the pay period ending January 8, 2021, since new leave accrual amounts will be added to the employee's balance after the program runs to adjust balances down to 240 hours.

Personal Leave Day: Subsection C of 1.7.7.17 NMAC states that the personal leave day must be taken by December 31st of each year, or it will be lost. Eligible employees will have until December 31, 2020, to take the Personal Leave Day awarded in 2020, if they have not already done so. Note: an eligible employee is a person in the classified service who has completed their probationary status.

If you have any questions, please contact the State Personnel Office Quality Assurance and Data Analytics team via email at: QADDataAnalytics@state.nm.us.