



New Mexico State Personnel Board State Personnel Office

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General Memorandum 2014-002

Date: August 26, 2014
To: Cabinet Secretaries, Agency Directors, and Elected Officials
From: Justin R. Najaka, Interim State Personnel Director 
Subject: Administrative Leave for Parent-Teacher Conferences

I. Purpose & Authority

This Memorandum is issued pursuant to Executive Order 2014-007.

II. Background

On May 14, 2014, Governor Martinez authorized up to eight (8) hours of administrative leave to attend parent-teacher conferences (depending on the number of children), with up to four (4) hours of leave being given in the fall semester and up to four (4) hours of leave being given in the spring semester.

III. Guidelines

The following guidelines apply regarding requesting and approving administrative leave for parent-teacher conferences:

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1. Definitions

- A. "Child" or "Children" means a person or persons 18 years-old or younger who is enrolled in School, and who is or are the biological child(ren), legally adopted child(ren), foster child(ren), stepchild(ren), or legal ward(s) of an eligible employee.
- B. "Department" means any employing agency, department, or office within the State of New Mexico's executive branch.
- C. "Eligible employee" means any person employed by a Department with a child or with children enrolled in a School.
- D. "Fall semester" means August through December.
- E. "School" means a single attendance center in which instruction is offered by one or more teachers and is discernible as a building or group of buildings generally recognized as either a licensed child care center, preschool, elementary, middle, junior high, or high school, or any combination of those, including charter schools, state institutions, and private schools, but not including home schools.
- F. "Spring semester" means January through May.

2. Scope

These guidelines apply to all Eligible Employees who attend parent-teacher conference(s) at their Child or Children's School(s) utilizing paid administrative leave granted pursuant to Executive Order 2014-007.

3. Parent-Teacher Conference Leave Requirements

- A. A Department shall grant an Eligible Employee the following amounts of paid administrative leave for parent-teacher conferences:
 - Eligible Employees with three or more Children may be granted up to four (4) hours of paid administrative leave during the Spring semester, and up to four (4) hours of paid administrative leave during the Fall semester for parent-teacher conferences;
 - Eligible Employees with one Child or two Children may be granted up to two (2) hours of paid administrative leave during the Spring

semester, and up to two (2) hours of paid administrative leave during the Fall semester for parent-teacher conferences,

provided that:

- 1) The express purpose of the leave is to attend a parent-teacher conference during the Eligible Employee's normal work day, including reasonable travel time;
 - 2) The leave is requested for the parent-teacher conference for a Child enrolled in a School in grades pre-kindergarten (Pre-K) through twelve (12), and is not being requested for parental participation or assistance in extra-curricular school activities (i.e. sporting events, orientations, ceremonies, field trips, registrations, etc.);
 - 3) The Eligible Employee provides reasonable notice to his/her Department regarding any scheduled parent-teacher conference in an effort to avoid disruptions in the operational needs of the Department;
 - 4) The Eligible Employee follows the required procedures to request paid administrative leave for the parent-teacher conference;
 - 5) On the day of the parent-teacher conference, the Eligible Employee reports to work during regularly scheduled hours, except for the leave taken pursuant to this policy, unless the Eligible Employee has requested and uses other available leave as approved by his/her Department.
- B. Two (2) Eligible Employees may request available leave to attend the same scheduled parent-teacher conference(s) for their Child(ren).

4. Parent-Teacher Conference Leave Procedures

- A. An Eligible Employee requesting paid administrative leave for a parent-teacher conference shall complete the SPO 2014-004 Form, and submit it to their direct supervisor at the Department.
- B. A Department receiving the SPO 2014-004 Form shall review the Form and the leave request to ensure compliance with Sections 3(A)(1) – (5), above, prior to granting the requested leave.

- C. A Department receiving SPO 2014-004 Forms shall maintain and dispose of the SPO 2014-004 Forms in accordance with 1.15.6.105 NMAC.
- D. Pursuant to Department procedure, the Eligible Employee or the Eligible Employee's supervisor shall enter all approved parent-teacher conference leave into the SHARE system as paid administrative leave, with a comment stating "Parent-Teacher Conference Leave."
- E. The State Personnel Office shall maintain the authority to conduct leave use audits or to take any measures appropriate to ensure that the parent-teacher conference leave is being used for its intended purpose.

5. Attachment

SPO 2014-004 Form.
