



New Mexico State Personnel Board State Personnel Office

SUSANA MARTINEZ
GOVERNOR

Justin Najaka
Director

State Personnel Board
Christine B. Romero, Chair
Jerry Manzagol, Vice Chair

Nivia L. Thames
Deputy Director

Megan Muirhead
Carmen V. Chavez

Interpretive Memorandum 2018-001

Date: November 19, 2018
To: Cabinet Secretaries, Agency Heads, Agency Human Resource Managers
From: Justin Najaka, Director *Justin Najaka*
Subject: Military Leave Clarification

1. Purpose

This shall serve to interpret the application of the State Personnel Board (SPB) Rules and Regulations of the New Mexico Administrative Code (NMAC) regarding the use of paid Military Leave¹ and paid Extended Military Leave².

2. Background

The SPB Rules and Regulations outline the specific use of paid Military Leave (regular and extended). Section 20-4-7 NMSA 1978 also delineates instances of paid Military Leave. It has come to the State Personnel Office's (SPO) attention that there may be confusion regarding when an employee is authorized to use paid Military Leave.

3. Guidelines

Eligible employees, after submission of proper documentation, are authorized to utilize the MILVT Time Reporting Code for up to fifteen (15) working days (120 hours) per federal fiscal year when they are ordered to duty (training or deployment) on days that are a normal workdays for them. When the fifteen (15) working days (120 hours) paid Military Leave hours are exhausted, the eligible employee, after submission of proper documentation, is authorized to utilize the EXMLT Time Reporting Code (when the Governor has authorized such paid leave) for up to an additional fifteen (15) working days (120 hours) if the orders state that the purpose is for any order to duty and/or training intended to maintain mobilization readiness or to sharpen and/or acquire military skills needed for emergency evacuations and/or deployments.

¹ NMAC 1.7.7.16.A

² NMAC 1.7.7.16.B

2600 Cerrillos Road, Santa Fe, New Mexico, 87505 (505) 476-7759



NEW MEXICO
CENTENNIAL
1912-2012

AGENCY PARTNER
SAPCENTENNIAL.ORG