



# New Mexico State Personnel Office Administrative Leave Action Form

## Agency/Employee Information

Date:  Business Unit Name:  Bus. Unit #:

Employee Name: \_\_\_\_\_ Empl ID: \_\_\_\_\_

Initial request granted by agency- Begin Date:  End date -   
Not to Exceed 160 hours:

Request Pursuant to State Personnel Board Rule 1.7.11.12 NMAC  
ADMINISTRATIVE LEAVE PENDING DISCIPLINARY ACTION: Administrative leave in excess of 160 consecutive work hours must be approved by the director.

Request # \_\_\_\_\_ Begin Date: \_\_\_\_\_ End date - \_\_\_\_\_  
Not to Exceed 160 hours:

Number Hours Requested: \_\_\_\_\_

**Important: Requested dates/hours must correspond to shift or alternative schedules and exclude holidays.**

Status: \_\_\_\_\_

Agency HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Agency Director/ Cabinet Secretary/ Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **\*\*New Mexico State Personnel Office Action Form \*\*** **\*SPO Use Only\***

Recommend Approval      Do Not Recommend Approval

WorkForce Planning Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SPO Director: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_