



NEW MEXICO
**LAW OFFICES OF THE
PUBLIC DEFENDER**

Chief Public Defender
Bennett J. Baur

Leave Accrual Notification

An employee of the Law Offices of the Public Defender, **except** those on full-time educational leave with pay, absence without leave, and leave without pay, unpaid FMLA or suspension, will accrue hours for vacation and sick on a bi-weekly basis based on time or years of service with state government.

	<u>Annual Leave</u>	<u>Sick Leave</u>	<u>Personal Leave</u>
0 - 3 years	@ 3.08 hours	@ 3.69hours	****8.00 hours (<i>Cannot be split hours</i>)
3 - 7 years	@ 3.69 hours	@ 3.69 hours	
7 - 11 years	@ 4.61 hours	@ 3.69 hours	
11 - 15 years	@ 5.54 hours	@ 3.69 hours	
15 years and up	@ 6.15 hours	@ 3.69 hours	

Employees who work a minimum of 80 hours in a 2 week pay period shall accrue leave as indicated above based on service time. If employees work less than 80 hours in a pay period, they will accrue leave on a pro-rated basis. Leave shall not be used before it is accrued and must be authorized or denied according to agency policy.

****Employees in career status are entitled to one (1) personal leave day each calendar year. Personal Leave cannot be taken until completion of 1 full year of employment and shall not be paid for upon separation from service. Personal leave cannot be split into two half days must be **ONE** full day. **Personal leave is not available to temporary 90 day hires, seasonal/student interns and coop education students.**

At time of separation no payment will be made for accrued sick leave unless the individual is retiring and has more than 600 hours of accrued sick leave. All sick leave balance not eligible for reimbursement will be deleted from the employment record.

Upon separation annual leave shall be paid up to a maximum of 240 hours at the employee's current hourly rate.

You are responsible for knowing what your individual leave balance is at all times.

Employee Name (Print): _____

Employee Signature: _____

Date: _____