

## Earning and Using Sick Leave for New Mexico employees

### Valid Leave Reasons

An employee may take leave under New Mexico Law:

A mental or physical illness, injury, or health condition of, or medical diagnosis, care, preventive care, or treatment for an employee or employee's family member, defined as spouse or domestic partner, child (including biological, adopted, foster, stepchild, legal ward, or in loco parentis), parent (including biological, foster, step, adoptive, legal guardian, or in loco parentis), grandparent, grandchild, sibling (including biological, foster, step, or adopted), spouse or domestic partner of a family member, and any other individual whose close association with the employee is equivalent to a family relationship.

Meetings at the employee's child's school or place of care related to the child's health or disability.

Specified reasons due to domestic abuse, sexual assault, or stalking regarding the employee or employee's family member.

### Accruing Sick Leave Time

An employee earns one hour of sick leave for every 30 hours worked commencing upon his/her hire date to a maximum of 64 hours in his/her first calendar year of employment as well as subsequent calendar years.

### Carry Forward of Accrued Unused Leave Time

After the conclusion of the calendar year, the Employee may "carry forward" any accrued but unused leave, to a maximum of 64 unused hours into the following calendar year.

### Using Sick Leave Time

Employees are required to inform the Company that they wish to be paid leave time pursuant to the valid leave section of Company policy. The Company's payroll department will pay such time in the employee's payroll at their regular rate of pay. A maximum of 64 hours may be used in any calendar year.

### No payment of Unused Sick Leave Upon Separation

An employee is not entitled to payment of accrued, earned sick leave on separation from employment.