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## UAP 3415: Leave With Pay

University of New Mexico

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This version was in effect  
for the period of 8-20-15 to \_\_\_\_\_.

## Administrative Policies and Procedures Manual - Policy 3415: Leave With Pay

Date Originally Issued: 11-01-1991

Revised: 03-21-1997, 08-01-2006, 01-01-2008, 08-20-2015

Authorized by Regents' Policy 6.3 "Privileges and Benefits"



### 1. General

Annual leave, sick leave, military leave, and holidays are paid leaves that are described in UAP 3400, 3410, 3425, and 3405, respectively. This policy addresses all other types of paid leave for employees. Employees must notify their supervisor as early as possible regarding their request for leave with pay. They should obtain approval prior to leaving the work area during their shift. Unusual circumstances which preclude requesting permission will be taken into consideration by supervisors.

### 2. Eligible Employees

Only regular employees, classified as working twenty (20) or more hours per week are eligible to receive leave with pay.

### 3. Authorized Use of Leave With Pay

Leave with pay is authorized only for the specific purposes defined below.

#### 3.1. University or Branch Closure

Eligible employees use leave with pay on those occasions when the University is declared closed by the University President. The University is only closed in extenuating circumstances when there is a justified need (for example, in cases of inclement weather or in cases of a national emergency.) In instances where the President declares the University closed, employees should follow the procedures discussed in UAP 3435 ("Inclement Weather").

#### 3.2. Time Off For Interviews

Employees are granted a reasonable amount of time off with pay to attend University job interviews during the employee's regular work hours. In order to get time off with pay, the interview has to be at the same campus and the employee must notify his or her supervisor in advance of the interview. The department will approve the time off depending on business needs.

### 3.3. Marriage

Leave with pay may be used when an employee is getting married on his or her regularly scheduled workday or when an employee's child or parent is getting married on the employee's regularly scheduled workday. The employee's supervisor may request supporting documentation.

### 3.4. Death in Family and Bereavement

Eligible employees receive paid leave for an absence due to a death in the employee's immediate family, up to three (3) working days. Bereavement leave may be extended to five (5) days by the use of two (2) days of sick or annual leave. Additional annual leave may be used to extend the family bereavement period if approved by supervisors. Family members may be natural, step, adopted, or foster. For the purposes of this policy, immediate family, is defined as the employee's spouse or domestic partner, children, sons- and daughters-in-law, parents, parents-in-law, grandchildren, grandparents, and siblings. In the case of the death of a family member that falls outside this definition or the death of a close friend, supervisors are encouraged to allow the employee to take annual leave in the same manner as bereavement leave would normally be allowed.

### 3.5. Voting

Employees who are registered voters are granted leave with pay, at their request, time off from University duties to vote in a governmental election, up to a maximum of two (2) hours. This policy does not apply to employees whose daily work schedule either begins more than two (2) hours after the polls open or ends at least three (3) hours before the polls close.

### 3.6. Jury and Court Duty

An employee is granted time off with pay for the time spent on duty when he or she is summoned for:

- jury duty;
- appearance before the County Commissioner for jury duty qualification; or
- duty as a witness (other than as plaintiff or defendant).

To qualify, the employee must present documentary evidence of the summons to his/her supervisor. If the employee receives payment from the court, the employee must remit these monies to the University Payroll Department. An employee summoned as specified above is required to return to his or her work location while temporarily excused from attendance at court, unless returning to work is not practical due to a short time period remaining in the workday. In these instances, the employee must verify with his or her supervisor that the employee does not need to return to work.

### 3.7. Administrative Leave

An employee may be placed on administrative leave with pay by his/her supervisor or another University official for reasons perceived to be of an urgent or serious nature. Approval of the appropriate dean, director, or department head or cognizant vice president is required. When an employee is placed on administrative leave, he or she should be informed in writing, and a copy should be submitted to the University Division of Human Resources.

## 4. Reinstatement

When employees are absent from work on leave with pay, their jobs are held for them. Following a leave with pay, an employee returns to his/her former position. If necessary, a temporary employee may be used to perform an employee's duties while on leave.

## 5. Reporting and Record Keeping

Supervisors must enter leave with pay electronically into the HR Banner System in accordance with UAP 2610 ("Time and Leave Reporting"). Departments must maintain documentation for each employee of hours worked, leave hours taken, and other information submitted on-line into the HR Banner System for four (4) years.

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