

Approved by PEEC Board of Directors on June 24, 2022

PEEC Sick Leave Policy

Purpose: The purpose of this policy is to comply with New Mexico's Healthy Workplaces Act of 2021, New Mexico Statutes Chapter 50, Article 17, which takes effect on July 1, 2022.

Applicability: This policy applies to PEEC employees, including all regular and casual staff. This policy does not apply to contractors.

Policy: Effective July 1, 2022, every employee (regardless of their employment status of regular full-time, regular part-time, or casual) in the state of New Mexico will earn paid sick leave at the rate of 1 hour of sick leave for every 30 hours of work.

During employment with PEEC:

- Employees may use earned sick leave without permission from PEEC management any time the reason for the employee's absence meets the criteria of sick leave. [Click here](#) for the full law, including definitions of sick leave.
- Hourly employees will accrue sick leave based on hours worked as calculated by PEEC's payroll system in compliance with the law.
- Salaried employees will be granted 64 sick leave hours on July 1, 2022 and at the beginning of each successive calendar year, starting January 1, 2023.
- Up to 64 hours of unused sick leave will carry over year-to-year.
- Employees can report sick leave in increments of 15 minutes (0.25 hrs).
- If an employee knows in advance that they are going to use sick leave for 2 or more full work days in a row, they are expected to inform their supervisor in advance of the leave taken.
- If an employee's sick leave absence exceeds their number of accrued sick leave hours, they may use available paid-time-off hours or report unpaid time off.