



**NEW MEXICO JUDICIAL BRANCH
PERSONNEL RULES PART I**

Form No. 2015.NMJBPR.5.03

5.03 LEAVE AND HOLIDAYS – Administrative Leave

**NEW MEXICO JUDICIAL BRANCH
ADMINISTRATIVE LEAVE FORM**

REFERENCE

5.03 and 19.03 ADMINISTRATIVE LEAVE [Ref: NMJBPR & Personnel Policies]

- A. The Chief Justice may authorize *administrative leave* with pay for any period.
- B. An *Administrative Authority* may authorize an *employee or at-will employee administrative leave* with pay:
 - (1) for a period not to exceed ten (10) *business days* per calendar year when it is in the best interest of the *Judicial Branch* to do so, and
 - (2) for a period not to exceed twenty-five (25) *business days* for disciplinary purposes as per *NMJBPR* Section 9.06.
- E. An *Administrative Authority* may grant up to 80 hours of *administrative leave* in a calendar year for an *employee or at-will employee* to participate in an *employee* assistance program, counseling, or drug or *alcohol* rehabilitation program. (Added 08/01/10)

Administrative leave up to 10 Business Days?

YES NO

Best Interest of Judicial Entity

Administrative Leave for up to 25 Business Days?

YES NO

Discipline Related Reasons

Administrative leave for up to 80 hours?

YES NO

EAP Related Reasons

Judicial Entity & Employee Information

Judicial Entity:

Requested By:

Employee:

Hire Date with Judicial Entity:

Number of Administrative Leave Hours Requested:

JUSTIFICATION

Why is administrative leave being requested?

APPROVAL

Requested By:

(Print & Sign)

Date:

HR Representative Signature:

Date:

APPROVED

Administrative Authority Signature

Date

CC: Employee File
Employee Confidential Personnel File
Court Administration / Management Files & Payroll Files [if applicable]