



**NEW MEXICO JUDICIAL BRANCH
GENERAL PERSONNEL POLICY AND PROCEDURE:
Paid Time Off (PTO) Donation Program Policy**

Policy No. 2018.NMJB.20

Reference NMJBPR Part 1, Section 5.14
NMJBPRAW Part 2, Section 19.14

Inquiries: AOC HRD (505) 470-7205 or email at aochrd-grp@nmcourts.gov
Dev: 5/1/07; Rev: 08/01/10; 02/13/12; 02/08/19, 05/13/23

DONATION OF PAID TIME OFF (PTO) FORM

To the extent possible, this shall remain anonymous.

Donor Name:	Donor Employee ID #:
Donor's Judicial Entity:	
Hours of PTO Donated:	Donor's Hourly Rate of Pay:
Recipient's Name:	Recipient's Judicial Entity:

I hereby authorize the donation of paid time off, effective this date, pursuant to the New Mexico Judicial Branch Personnel Rules and the New Mexico Judicial Branch Personnel Rules for At-Will Employees.

Donor's Signature: _____ Date: _____

For Administrative Use Only

Donor's PTO Leave Balance: _____	Before Donation: _____ After Donation: _____
Pay period ending in which leave donation is applied to recipient's donated paid time off balance: _____	

$$\frac{\text{Donor's hourly rate of pay}}{\text{Donor's hourly rate of pay}} \times \frac{\text{\# of hours donated}}{\text{\# of hours Donated}} = \$ \frac{\text{Value of donated leave}}{\text{Recipient's hourly rate of pay}} / \frac{\text{Recipient's hourly rate of pay}}{\text{Recipient's hourly rate of pay}} = \frac{\text{\# of hours}}{\text{\# of hours}}$$

RETURN OF DONATED LEAVE

$\frac{\text{\$Value of Donor's Leave}}{\text{\$Value of all Donated Leave}} \times 100 = \text{\% of Donor's Leave.}$				
$\frac{\text{\$Value of Unused Leave}}{\text{\$Value of Unused Leave}} \times \frac{\text{\% of Donor's Leave}}{\text{\% of Donor's Leave}} = \frac{\text{\$Value of Leave to return to Donor}}{\text{\$Value of Leave to return to Donor}} \times \frac{\text{Donor's Rate of Pay}}{\text{Donor's Rate of Pay}} = \frac{\text{\# of Hours of Leave to return to Donor.}}{\text{\# of Hours of Leave to return to Donor.}}$				

cc: Donor's Personnel File