

## New Mexico Judicial Branch ~ Administrative Office of the Courts

**TO:** All Employees  
**FROM:** AOC HRD  
**RE:** Important Year End Information

As we end the 2023 calendar year, AOC HRD would like to inform you of important information regarding your Paid Time Off (PTO) leave, PTO leave buy back, and personal holiday usage deadlines. As a reminder we have included information on change of status requirements, Physical Fitness Leave, Telework, Compressed or Flexible Work Schedule, Family Educational Leave, and Family Medical Leave (FML).

### **\*IMPORTANT SHARE SELF-SERVE REMINDERS\***

If you change your:

- address, name, or marital status using the SHARE self-serve service **PLEASE BE SURE to inform your HR Administrator of these changes. There are required forms that need to be completed and processed.**

If you change your address or name in SHARE you will need to complete and submit the following forms to your HR Professional:

- Personal Data Update Form
- Change in PERA Records Form (to receive your annual statements)
- Drivers' License (for a name change)
- Social Security Card (for a name change)

If you change your marital status in SHARE you will need to complete and submit the following forms:

- Personal Data Update Form
- Change in PERA Records Form
- Hartford Beneficiary Form
- Marriage Certificate, Divorce Decree, or Death Certificate, and PERA and Hartford beneficiary change forms (original is kept in employee file, copy goes to ERISA).
- W4 Form

### **Paid Time Off (PTO) Leave Maximum Carryover Deadline**

Per the NMJBPR 5.14 Paid Time Off (PTO) (F) - *There is no limit to the number of PTO leave hours that may be carried forward after the last pay period beginning in December of each year. There is no limit to the number of PTO leave hours an employee may accrue.*

**Reminder ~ the Chief Justice approved 4 hours of administrative leave for all employees in a paid status as of November 16, 2023, to use between November 20, 2023, through January 2, 2024.**

**PTO Leave Buy Back – beginning in 2024 there is no longer a buy back in January.**

Per the NMJBPR 5.14 (T) - Compensation for PTO Leave – Buy Back:

1. An employee who has accumulated more than 600 hours of unused PTO leave is entitled to be paid for the unused PTO leave in excess of 600 hours at the employee's hourly rate of pay in accordance with the following schedule.

<b>Compensation for PTO Buy-Back</b>	<b>Buy-Back up to amount over 600 hours</b>
<i>Fiscal Year 2024</i>	<i>Up to 100 hours in excess of 600 may be sold back</i>
<i>Fiscal Year 2025</i>	<i>Up to 200 hours in excess of 600 may be sold back</i>
<i>Fiscal Year 2026</i>	<i>Up to 300 hours in excess of 600 may be sold back</i>
<i>Fiscal Year 2027 and thereafter</i>	<i>Up to 400 hours in excess of 600 may be sold back</i>

2. The PTO leave buy-back will be offered once per fiscal year in the second full pay period that starts in July.
3. To request to participate in the PTO buy-back an employee must notify Human Resources no later than May 15<sup>th</sup> of each year of their intent to buy-back in July by submitting to Human Resources the NMJB PTO Buy-Back Request Form. The buy-back will occur the second full pay period that starts in July, based in balances as of the first full pay period in July (Note: local HR Professionals may be asked to run reports of eligible employees and buy-back hours for budgetary projections purposes.)

- ❖ All employees who have over 600 hours of PTO leave are eligible. To participate complete the PTO **Leave Buy Back Conversion Form** and return to your HR Professional no later than Wednesday, **May 15, 2024**. (Maximum 200 hours buy back)

\*FY24 = July 1, 2023 – June 30, 2024

**Personal Holiday Usage Deadline**

Per the NMJBPR 5.14 (L) Additional and Temporary Provisions – Personal Holiday Leave - The personal holiday leave will be inactivated in the Judiciary Salary Plan effective December 31, 2023. Any employee who receives a personal holiday during the calendar year 2023, will be allowed to use it. **A personal holiday is 8 hours for a full-time employee, prorated for part-time employees, and has been calculated into the PTO leave accrual rates**, which means some employees may realize two personal holidays in 2023. *Personal leave must be taken in full at one time, (e.g., the 8 hours cannot be taken in two increments of 4 hours).* **Any employee who does not take the personal leave day by December 31, 2023, shall not be compensated for it, and it will be lost.** The personal leave day of an employee transferring from an agency of the legislative or executive branches to a judicial entity shall forfeit their personal holiday upon transfer.

- ❖ **All employees have until December 31, 2023 to use their personal holiday.**

## **CHANGE OF STATUS REQUIREMENTS:**

### **Change of Status (Qualifying Events)**

If you have a change of status you will need to contact ERISA to update your health benefit information, and you need to inform your HR Professional in the event you need to update your PERA, personal data, or tax (W-4) forms. A change of status includes but is not limited to the following:

- ❖ Birth of a child, a court approved adoption or legal guardianship.
- ❖ Marriage or change in marital status, such as divorce or legal separation, resulting in loss of coverage. This includes satisfying requirements for Domestic Partnership eligibility.
- ❖ Change in job status of spouse or domestic partner resulting in loss of benefit coverage, or gain of benefit coverage from new employment.
- ❖ Death of an employee, spouse or eligible dependent, resulting in loss of coverage.
- ❖ Change in job status of employee (such as reduction of hours due to FMLA, LWOP, Disability).

If you have a change in status or a benefit qualifying event, insurance coverage is effective the day following change or loss in coverage. **Enrollment must be completed within 31 days following the change of status or qualifying event** and proof of dependency must be submitted.

## **AUDIT ITEMS:**

### **Accrual Rates**

Please review your pay advices to ensure your accrual rates, hours worked, hourly pay, and personal information are correct. All time worked in the Judiciary, Executive, and Legislative Branches count toward an employee's time worked for accrual rate purposes. If you have questions regarding your accrual rate please contact your HR Professional.

<b>PERIOD OF EMPLOYMENT (see 5.14 A)</b>	<b>PTO HOURS EARNED PER PAY PERIOD (Prorated if less than 80 hours)</b>	<b>PTO HOURS ACCRUED BASED ON 2080 HOURS (FULL-TIME)</b>
Day 1 – 3 years	9.0	234
Over 3 – 7 years	10.0	260
Over 7 – 14 years	11.0	286
Over 14 years and beyond	12.0	312

### **Physical Fitness**

All employees reporting time using the time reporting code FITWLL – Fitness/Wellness Leave need to have an approved Physical Fitness Request & Agreement on file with your local HR Professional. Physical Fitness Request will need to be resubmitted once it has expired. Requests are approved up to 180 days (6 months).

### **Flexible/Compressed Work Week Schedule**

All employees on a Flexible/Compressed work schedule must have a current approved Flexible/Compressed Work Week Schedule Application on file with your local HR Professional. Employees will need to submit an updated application upon expiration. Expiration Date is at the discretion of the employee's management.

### **Family Educational Leave**

A full-time employee may be granted up to eight (8) hours per calendar year of family educational leave. Part-time employees working more than twenty (20) hours per week but less than forty (40) may be granted up to four (4) hours per calendar year of family educational leave.

If you are unsure of how much an employee has used, please check with your local HR Professional before approving.

### **FMLA**

If an employee is out three (3) or more days due to illness or medical reasons please notify AOC HRD. A period of incapacity lasting more than three (3) consecutive, full calendar days may be a qualifying reason under FMLA. Once notified your local HR Professional will send the employee the appropriate FMLA documents.

### **Telework and Alternative Work Location**

All employees reporting Telework or who work from an Alternative Work Location need to have an approved Telework and Alternative Work Location Request on file with your local HR Professional. Telework and Alternative Work Location requests need to be resubmitted for approval once it has expired. Requests are typically approved up to 90 days (3 months).

### **BENEFITS IMPORTANT DATES:**

Change of Coverage Effective Date – January 1, 2024  
Pay Advice Reflecting Benefit Premiums – January 12, 2024