



NEW MEXICO JUDICIAL BRANCH

Form No. 2020.NMJB.19-2

**GENERAL PERSONNEL POLICY AND PROCEDURE: Pandemic, Communicable Disease
Emergency, including the Coronavirus (COVID-19) Policy and Emergency Family Medical
Leave Expansion Act (E-FMLA)**

Section 7. Emergency Paid Sick Leave Request Form

Eligible employees between April 1, 2020, and December 31, 2020, may use Emergency Paid Sick Leave under the Families First Coronavirus Response Act. All current employees are eligible for Emergency Paid Sick Leave regardless of the length of employment. Eligible full-time employees may use up to 80 hours of Emergency Paid Sick Leave for qualifying reasons. Part-time employees’ hours of emergency Paid Sick Leave are prorated based on the number of hours worked, on average, over a two-week period. Judicial Entities may not require employees to use other accrued leave before using Emergency Paid Sick Leave.

The Act allows employees to use Emergency Paid Sick Leave for the following qualifying reasons:

- A. Quarantine/Self Isolation order – when the employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
- B. Self-Quarantine – when the employee has been advised by a health care provider to self-quarantine due to the concerns related to COVID-19;
- C. COVID-19 Symptoms – when the employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- D. Care for Others – when the employee is caring for an “individual” who is subject to a quarantine or isolation order or whose health care provider has advised the individual to self-quarantine due to concerns related to COVID-19;
- E. School/Childcare Closure – when the employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions, this can overlap with E—FMLA); or
- F. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

To the extent, an employee falls under one or more of these categories and is able to telework, including teleworking training opportunities they must do so. Managers are encouraged to allow employees alternate work schedules such as early mornings or evenings to allow for teleworking opportunities. If employees are unable to telework, due to extenuating circumstances and fall under one of the above categories, those employees may request Emergency Paid Sick Leave.

To request Emergency Paid Sick Leave please complete the pertinent sections of this form and return through your chain of command to the AOC HR Director. May be submitted in conjunction with the Emergency Paid Sick Leave Request Form.

Judicial Entity Information

Judicial Entity:	Requested By:
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Employee & Proposed Information

Employee:	Pay Rate:
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Job Classification:	Hire Date:
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Hours being requested:

Intermittent: YES NO

Not to exceed 80 hours, not to go beyond December 31, 2020.



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Required documentation must be attached. Check all that apply.

- Federal state or local quarantine or isolation order related to COVID-19**
- Written documentation by a health care provider advising the employee to self-quarantine due to concerns related to COVID-19**
- Other – please explain:**

As provided for in the Act, management may reserve the right to request documentation at a later date and time.

What is the reason for the request and need?

[For example, school closure, self-quarantine, care for self, care for others, etc.]

Why is the employee unable to telework?

Is the employee able to telework part-time?

If for school closure, what are the ages of the children, and what is the name of the school or day care?

TO BE COMPLETED BY EMPLOYEE

Employee Signature:
(Print & Sign)

Date:

Employee signature certifies the accuracy of the request, and acknowledgement of the requirement to telework full-time or intermittent when able to do so.

TO BE COMPLETED BY JUDICIAL ENTITY ADMINISTRATIVE AUTHORITY & HR

Administrative Authority Requesting:
(Print & Sign)

Date:

Recommendation:

Approve as Submitted: YES NO **Approve as revised:** YES NO

Recommended Revisions:

Human Resources Professional:
(Print & Sign)

Signatures certify that telework has been offered, and Judicial Entity will work with employee seeking telework options during the public health emergency.



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TO BE COMPLETED BY AOC HRD & ERT

Received By:
(Print & Sign)

Date Received:

Recommendation:

Approve as Submitted: YES NO

Approve as Revised: YES NO

Recommended Revisions:

Internal AOC HRD Use Only

TOTAL COSTS FOR POSSIBLE FEDERAL REIMBURSEMENT

[Attached copies of pay disbursement]

CC: Employee Personnel File, Payroll File, AOC HRD Coronavirus (COVID-19) File