



**NEW MEXICO JUDICIAL BRANCH**

**Form No. 2020.NMJB.19-3**

**GENERAL PERSONNEL POLICY AND PROCEDURE: Pandemic, Communicable Disease  
Emergency, including the Coronavirus (COVID-19) Policy  
Paid Pandemic Leave for School or Day Care Closures**

**Request Form for Paid Pandemic Leave for School or Day Care Closures:**

Judicial employees may receive up to twenty (20) hours per week for four (4) weeks for a maximum of eighty (80) hours of Paid Pandemic Leave (entered into SHARE as administrative leave) when they are unable to telework and have a dependent child who requires care due to the closure of a day care facility, or public or private school due to the coronavirus (COVID-19). The leave may be used intermittently and is available for use between January 1, 2021 and March 31, 2021.

Employees must telework to the extent they are able and judicial entities are encouraged to allow the employees alternative work schedules to support teleworking, to include evenings and weekends, and to utilize the ERT Telework Training Opportunities.

**Requirements for eligibility:**

- A. The employee is unable to telework and if at any point the employee becomes able to telework they must do so,
- B. The employee has a dependent child for whom they must provide care due to a closure of a day care or school, (the closure must not be discretionary or a decision within the employee’s control), and
- C. The employee has been employed with the State of New Mexico for at least thirty (30) days.

**Judicial Entity Information**

<b>Judicial Entity:</b>	<b>Requested By:</b>
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**Employee & Proposed Information**

<b>Employee:</b>	<b>Pay Rate:</b>
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<b>Job Classification:</b>	<b>Hire Date:</b>
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**Hours being requested:**  
[may not exceed more than 20 hours per week, 80 hours total]

**Intermittent:**  YES     NO  
Not to go beyond March 31, 2020.

**What is the qualifying reason for the request?**  
[explain qualifying need and why employee is unable to telework]

Qualifying need related to a public health emergency means that the employee is unable to telework due to a need to care for their son or daughter under 18 years of age if the son or daughter’s school or place of care has been closed.

**What hours is the employee able to telework?**



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**Has the employee been employed with the state of New Mexico for at least thirty (30) days?**

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

**Are other family members available part-time or otherwise to assist the employee?**

**TO BE COMPLETED BY EMPLOYEE**

<b>Employee Signature:</b> (Print & Sign)	<b>Date:</b>
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Employee signature certifies the accuracy of the request, and acknowledgement of the requirement to telework full-time or intermittent when able to do so.

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**TO BE COMPLETED BY JUDICIAL ENTITY ADMINISTRATIVE AUTHORITY & HR**

<b>Administrative Authority Requesting:</b> (Print & Sign)	<b>Date:</b>
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**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**

<b>Received By:</b> (Print & Sign)	<b>Date Received:</b>
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**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