

Paid Time Policies

Presented by Human Resources



**HUMAN
RESOURCES**

UAP 3400: ANNUAL LEAVE

- Annual Leave Accrual
 - Non-Exempt – up to 6.47 hours a pay period
 - Exempt – 14 hours per month
 - Based on time worked
- Things to know
 - Need prior supervisor approval
 - Annual leave balance may not exceed 252 hours
 - Maximum payment for voluntary separation other than retirement is 168 hours

Refer to the appropriate [Collective Bargaining Agreement](#)

UAP 3410: SICK LEAVE

- Sick Leave Accrual
 - Non-Exempt – up to 3.7 hours a pay period
 - Exempt – 8 hours per month
 - Based on time worked
- Things to know
 - Sick leave balance may not exceed 1040 hours
 - Supervisors may request healthcare provider's notes for sick leave used for pre-scheduled medical appointments
 - Employees will generally be required to provide documentation for all absences longer than 10 working days
 - No payment for voluntary separation other than retirement/death

Refer to the appropriate [Collective Bargaining Agreement](#)

UAP 3700: EDUCATION BENEFITS

- Paid time off may be approved for **one course (up to 4 credit hours)** per semester if:
- The course is for academic credit or professional development
- **Health, fitness, and personal enrichment courses** are not eligible for paid time off
- Departmental business needs take priority. Supervisory approval is required for courses taken during work hours
- Use of Tuition Remission is voluntary — supervisors cannot require its use
- If the class is not available outside work hours, discuss an alternate work schedule with their supervisor to make up the lost time if the course is being taken during the employee's work schedule.
- *Refer to the appropriate [Collective Bargaining Agreement](#)*

UAP 3300: PAID TIME AND PART-TIME EMPLOYEE SCHEDULES

- Should have designated work schedules.
- Employees working less than five hours a day will normally not take a meal break but will have 1 fifteen-minute rest period if they work at least four hours.
- Employees working five or more hours in a day should be allowed to take 1 meal break but are not required to take it.
- Sick & Annual Leave Accruals prorated based on hours worked.
- Eligible for certain benefits at ≥ 0.5 FTE



UAP 3300: PAID TIME AND FLEXIBLE SCHEDULES

- Flexible schedules may be approved for exempt and nonexempt employees in advance by supervisor.
- Not all departments can accommodate flexible schedules. Supervisors ensure efficiency and operational continuity.
- Departments are responsible for enforcement, with HR support.

Refer to the appropriate [Collective Bargaining Agreement](#)



UAP 3415: LEAVE WITH PAY AND BEREAVEMENT LEAVE

- Up to 5 working days of paid leave may be granted to an employee in the event of a death in the immediate family.
- Immediate family includes:
 - Spouse or domestic partner
 - Relative by blood, marriage, adoption, legal guardianship, or foster care including parent, grandparent, great-grandparent, child grandchild, great-grandchild, sibling, niece, nephew, aunt uncle, first cousin
 - Someone who lives in the household
- Leave may be taken consecutively or intermittently.
- Additional sick or annual leave may be taken to extend time off if approved by a supervisor.

Refer to the appropriate [Collective Bargaining Agreement](#)

UAP 3415: LEAVE WITH PAY AND JURY AND COURT DUTY

- Employees are granted time off with pay for the time spent on duty when they are summoned for:
 - Jury Duty
 - Appearance before county commissioner for jury qualification
 - Duty as a witness (not plaintiff or defendant)
- Employees must present documentation (jury summons) to their supervisor.
- Any juror pay received (except for mileage) must be returned to Payroll, as the employee is already receiving UNM wages during that time.
- When released early from court employees are required to return to their work location, unless returning to work is not practical due to a short time period remaining in the workday.

Refer to the appropriate [Collective Bargaining Agreement](#)

UAP 3415: LEAVE WITH PAY AND VOTING LEAVE

- Employees eligible to vote in a governmental election:
May receive two hours paid time off to vote
- Leave must be approved in advance by supervisor.
- Policy does not apply, if employee's work schedule begins more than two hours after the polls open or ends at least three hours before the polls close.



UAP 3440: FAMILY AND MEDICAL LEAVE AND FAMILY AND MEDICAL LEAVE (FMLA)

- Eligibility:
 - Employed by UNM for 12+ months in the last seven years
 - Worked at least **1,250 hours** in the 12 months before leave.
 - Military absences count toward eligibility.
- Eligible employees are **entitled to up to 12 weeks of job-protected leave in a 12-month period** for qualifying family and medical reasons.
- Military: Up to 26 weeks is available to care for a covered service member or veteran.
- Purpose of leave:
 - Family medical leave: To care for immediate family with serious health conditions.
 - Employee medical leave: When unable to work due to a serious health condition.
 - Military family leave: An employee's spouse or domestic partner, child, or parent is on covered active duty, or has been notified of an impending call to active-duty status.

Refer to the appropriate [Collective Bargaining Agreement](#)

UAP 3425: MILITARY AND RELATED SERVICE LEAVE

- **Military Leave with Pay**
Granted for Regular full time and part time staff who are members who are members of the Armed Forces of the U.S. and their reserve components and National Guard.
Entitled to leave with pay not to exceed 15 working days per fiscal year for active duty or training.
- **Military Leave Without Pay Granted for:**
Active duty or training beyond the 15 paid days allowed.
Voluntary active duty for special training.
Required reserve service obligations.
Voluntary enlistment (typically 3+ years of active duty).

KEY TAKEAWAYS

- Annual Leave (UAP 3400): Accrual rates, approval process, max balances, payout rules.
- Sick Leave (UAP 3410): Accrual limits, documentation requirements, no payout on separation.
- Tuition Remission (UAP 3700): Up to 4 credit hours per semester for academic/professional courses; supervisor approval required.
- Part-Time Employees (UAP 3300): Prorated accruals, designated schedules, benefits eligibility at ≥ 0.5 FTE.
- Flexible Schedules: Supervisor approval; operational needs take priority.
- Bereavement Leave (UAP 3415): Up to 5 paid days for immediate family; may use annual/sick leave to extend.
- Jury Duty & Voting Leave: Paid time off for civic duties; documentation required.
- Family & Medical Leave (FMLA): Up to 12 weeks job-protected leave; eligibility based on tenure and hours worked.
- Military Leave (UAP 3425): Up to 15 paid days per fiscal year; additional time may be unpaid or use annual leave.
- *For details, refer to UNM Policies and [Collective Bargaining Agreement](#)*



Questions?

Contact clientsv@unm.edu