

New Mexico Paid Sick Leave* (Part Time Employees)

Eligibility Effective July 1, 2022, all part-time employees in New Mexico are eligible for Paid Sick Leave (PSL).

Accruing PSL Part-time employees accrue PSL starting July 1, 2022 OR from their date of hire (whichever is later) at the rate of one hour of PSL for every 30 hours worked and can use up to 64 accrued hours of PSL per year.

Using PSL PSL may be taken in one-hour increments. Employees are entitled to use accrued PSL immediately after it has accrued with no waiting period.

Employees may use PSL for reasons including, but not limited to:

- Sick time, for an employee or family member's mental or physical illness, illness or health condition including preventive medical care.
- Safe time, for reasons related to domestic violence, sexual assault, or stalking, for an employee or an employee's family member including counseling, legal proceedings, or relocation.
- To attend meetings at their child's school or place of care related to the child's health or disability.

Accrued PSL Balance Part-time employees can see their own accrued PSL balance in Workday by clicking on "My Time Off Balance" from the Workday home page.

PSL Carryover Unused accrued PSL can be carried over from year to year, however, employees can only use up to 64 hours of PSL in any 12-month period.

Contact Please contact your Corporate Payroll Analyst with any questions regarding Paid Sick Leave and PSL calculations.

* In accordance with federal, state and local regulations, the Company reserves the right to amend, modify, change, suspend, cancel or terminate this policy at any time.