

New Mexico Judicial Branch ~ Administrative Office of the Courts

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

As we come to the end of 2015, AOC HRD would like to inform you of important information regarding your annual leave, sick leave buy back, and personal holiday usage deadlines. As a reminder we have included information on change of status requirements.

Winter Holiday Administrative Leave from Chief Justice Vigil

The AOC will be closing at noon Thursday, December 24, 2015 & December 31, 2015.

For reporting purposes, please enter the two four-hours periods as administrative leave taken using the time reporting code ADMLV on your time sheet and complete the comment box on your timesheet indicating "Admin granted by Chief Justice."

Annual Leave Maximum Carryover Deadline

Per the NMJBPR 5.04 Annual Leave (4) - *A maximum of 240 hours of annual leave may be carried forward after the last pay period beginning in December.*

- ❖ All employees have until **Friday, January 1, 2016** to use any annual leave over 240 hours.

Sick Leave Buy Back

Per the NMJBPR 5.17 Sick Leave (E) - Compensation for Sick Leave. *An employee who has accumulated more than 600 hours of unused sick leave is entitled to be paid for the unused sick leave in excess of 600 hours at a rate equal to 50% of the employee's hourly rate of pay, up to a maximum of 120 hours of sick leave. Payment for unused sick leave may be made only once per fiscal year.*

- ❖ All employees who have over 600 hours of sick leave and who have not participated in a sick leave buy back in FY15* are eligible. To participate complete the ***Sick Leave Buy Back Conversion Form*** and return to AOC HRD no later than **Wednesday, January 13, 2016**. (Maximum 120 hours buy back per FY.)

*To locate the Sick Leave Buy Back Form (Sick Leave Cash Conversion Form) please visit:
http://www.nmcourts.gov/newface/hr/forms/sick_leave_buy_back_4_13_10.pdf.
The form may be found at the Human Resources website in the Forms link under Payroll.

*FY16 = July 1, 2015 – June 30, 2016

Personal Holiday Usage Deadline

Per the NMJBPR 5.14 Personal Leave (C) - *Personal leave must be taken in full at one time.*
(D) - *Personal leave must be used within the calendar year during which it is earned or it will be forfeited.*

- ❖ **All employees have until Thursday, December 31, 2015 to use their personal holiday.**

CHANGE OF STATUS REQUIREMENTS:

Change of Address Updates

If you have an address change you need to complete a new Personal Data Form and a Change in PERA Records Form. Forms can be found at:

http://www.nmcourts.gov/newface/hr/hr_forms/index.php or contact AOC HRD.

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 AOC HRD 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 Administrator.