MEMORANDUM

Date: June 28, 2018

To: All State Agency Payroll and Personnel Administrators and Chief Financial Officers

From: Lakisha Holley, Central Payroll Bureau Chief

Subject: Sick Leave Buy Back to be processed Pay Period Ending July 27, 2018

Sick Leave Buy Back is to be processed in the pay period ending July 27, 2018. In accordance with Subsection I of 1.7.7.10 NMAC, employees who have excess of 600 hours of unused sick leave are entitled to be paid for unused sick leave at a rate of (50%) of their hourly rate of pay up to 120 hours. Pursuant to the provisions of §10-7-10 NMSA and Subsection I of 1.7.7.10 NMAC, payment for sick leave buy back is authorized to be paid on the payday immediately following the first full pay period in January or the first full pay period in July.

The query NMS_PY_SICK_LEAVE_OVER_600 will list all employees with sick leave balances over 600. The pay end date to use for this query is 07/13/2018.

On the employee timesheet, use the Time Reporting Code (TRC) of SCKBB and enter the total number of hours greater than 600 hours as shown on the query, but no more than 120 hours. Agency will need to approve reported time of SCKBB in order for the sick leave buy back to be processed correctly.

If your agency does not keep track of sick leave balances on the HCM system, and your employees qualify for sick leave buyback, submit an Additional Pay form using the earn type ‘NBN’, showing total dollars due (Hours x Rate of Pay x 50%) along with a memo from your HR Manager, to Central Payroll Bureau Chief, attesting that the information on the Additional Pay form is accurate. These forms are due to CPB by close of business July 26, 2018.

Employees may execute the sick time buy back option once each fiscal year. Given this is first cycle for FY19 all employees are eligible, however those opting to sell leave in this cycle will be ineligible to execute the option in January.
Please keep in mind the dates and times mentioned.

If you should have any questions, please do not hesitate to contact the Central Payroll Bureau.