MEMORANDUM

Date: January 10, 2020

To: All State Agency Human Resource Managers and Chief Financial Officers

From: Lakisha Holley, Central Payroll Bureau Chief

Subject: Sick Leave Buy Back to be processed Pay Period Ending January 24, 2020

Sick Leave Buy-Back

The second and final Sick Leave Buy-Back process for FY20 will occur during the pay period ending January 24, 2020.

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 50% of their hourly rate of pay up to 120 hours. Employees are entitled to participate in this program only once per fiscal year per employee.

The Sick Leave Buy-Back process occurs twice a year and is limited to the pay day following the first full pay periods in January and July. The first full pay period in January occurs during the PPE 1/24/20. Employees that participated in this program during the pay period ending 7/26/19, are ineligible to participate during the January cycle because sick leave buyback shall only occur once per fiscal year, per employee. Agencies must verify employee eligibility.

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 1/10/2020. Data for the query will be available after Central Payroll Bureau completes the payroll close for this pay period which is expected to occur by the close of business on January 15.

When processing Sick Leave Buy-Back, use the Time Reporting Code (TRC) of SCKBB on the eligible employee’s timesheet and enter the total number of hours greater than 600 hours as shown on the query, but not to exceed 120 hours. Time Admin will create the TRC SBBAJ and SCKBB. Both SCKBB and SBBAJ must be approved in order for the sick leave buy back to be processed correctly, please communicate this requirement to your department time
For agencies that do not track sick leave balances in 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 January 23, 2020.

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

Thank you for your attention and adherence to entering Sick Leave Buy-Back.