

NEW MEXICO ACADEMY FOR THE MEDIA ARTS GOVERNING COUNCIL POLICY

LEAVE DONATION

The New Mexico Academy for the Media Arts Governing Council realizes that, per NMSA 10-7-22, employees within the organization are entitled to donate Leave to other individual employees who have severe medical conditions and are unable, or that are limited, in their ability to work starting January 1, 2025.

I. Guidelines:

1. The recipient of the donated leave must meet the requirements for Extended Family Leave as set forth in the Extended Family Leave Policy including, providing certified medical documentation from a medical professional that describes the nature, severity, and anticipated duration of the emergency condition to the Head Administrator. This also includes documentation that the recipient, or immediate family member, is unable to work all or a portion of the recipient's work hours if applicable.
2. An employee may qualify for leave donation more than once in a given school year. In the event that an employee meets the requirements for leave donation more than once in a given school year, each instance will be subject to the below guidelines.
3. If an employee qualifies for Extended Leave in the 1st Semester of a given school year, they will be given access to the other half of their leave that is set to accrue at the start of the 2nd semester.
4. The employee receiving the leave must have exhausted all their available leave, including the leave for the 2nd semester when the event occurs during the 1st semester, before requesting donated leave.
5. Employees electing to donate leave can only donate leave that is available at the date of the donation.
6. Employees cannot donate a leave balance that will, at any time, take their own available leave below four (4) days.
7. Once an employee has requested and qualified for Extended Family Leave, an announcement about an employee's request for donated leave will be made at the next staff morning meeting and will be followed up with an official email to all staff from Administration. The requesting employees' name will not be given out at any time during this process. Staff will have eight contract days to submit a leave donation request via email; after which the leave request period will be closed.

8. Leave donations are effective for the current payroll period unless the leave donation occurs within 5 calendar days of the end of a payroll period. In this case the donated leave will be effective at the start of the next payroll period.
9. Any donated leave cannot be recalled by the donating employee.
10. The school will convert the value of the donated leave between the donating employee and the receiving employee into leave hours based on each employee's current daily rate-of-pay at the time of the donation.
11. Donated Leave can only be used for the specific and approved qualifying medical condition. Any other regular leave taken during the school year once an employee has received donated leave will be leave without pay.
12. In the event that, at the conclusion of the specific and approved qualifying medical condition, the amount of donated leave received exceeds the amount of leave actually used by the receiving employee, then all remaining leave will be returned to each donating employee on a pro-rated basis. Pro-rated leave will be returned based on the value of the receiving employee's remaining leave and the value donated by each respective donor.
13. All situations of leave donation will not extend past June 30th of the current year. Any remaining leave balances must be returned to the donating employees, per number 10 above, by the end of the day on June 30th of the given fiscal year. Any returned leave will be subject to the terms of the current Staff Attendance Policy in regards to the rollover of leave.

The Head Administrator shall develop procedures for the systematic administration of this policy.