



Proposed Amendments to NMSBA Employee Handbook

Article E VII Vacations

4.62 hours of paid vacation will be granted for each pay period ~~to an accumulated maximum of thirty (30) days or 240 hours.~~ The maximum carryover of accrued annual leave from one calendar year to the next is no more than thirty (30) days or 240 hours. Any excess must be used before the end of each calendar year or it shall be forfeited. After five (5) years of service, 6.16 hours of paid vacation will be granted each pay period. Accumulated vacation may be taken in paid terminal leave, if desired.

Proposed amendment will allow NMSBA employees to take annual leave exceeding 240 hours by the end of the calendar year rather than by the end of the pay period. It is not always possible to take annual leave at the end of the pay period because of official business commitments and responsibilities. Therefore leave is lost to the employee.

Article E VIII Holidays/Snow Days

The New Mexico School Boards Association will observe the following holidays: New Year's Day, Martin Luther King, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, the day before Thanksgiving, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve. NMSBA will observe the same snow days as the Santa Fe Schools.

The addition of one additional Holiday is proposed in lieu of any cost of living or salary increases for NMSBA full-time staff. The additional day will allow employees to spend time with family on the day before Thanksgiving.

Recommendation for Approval

I recommend approval of the proposed changes to the NMSBA Employee Handbook.

Joe Guillen
Executive Director

June 3, 2010