



# NEW MEXICO CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-034100 Inclement Weather Leave	Issued: 4/3/89 Effective: 4/3/89	Reviewed: 9/30/20 Revised: 2/24/15
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

**AUTHORITY:**

New Mexico State Personnel Board Rule 1.7.7.14 NMAC

**REFERENCE:**

None

**PURPOSE:**

Establish guidelines that shall govern leave usage for purposes of inclement weather.

**APPLICABILITY:**

All employees of the Corrections Department.

**FORMS:**

None

**ATTACHMENTS:**

None

**DEFINITION:**

Appointing Authority: The level of authority within the Corrections Department that can authorize hire.

**POLICY:**

It is the responsibility of the individual employee to arrive at his/her place of employment at a reasonable time during inclement weather, as the nature of Corrections work, in the majority of cases, prohibits the curtailment of services.

- A. Incumbents shall receive administrative leave when the Department Secretary declares an emergency and closes the operations of the department or units of the department because of inclement weather.
- B. Administrative leave will only be granted to those incumbents who are at their place of employment at the time the emergency is declared, when the emergency is declared after the shift or workday has begun.
- C. Individuals who are more than one hour late for work because of inclement weather shall be placed on Administrative Leave for one hour and either granted annual leave, if requested, or leave without pay, for any amount of time they are late in excess of one hour.
- D. Individuals who are unable to get to work and are granted annual leave or leave without pay if an emergency is declared, will not be credited with administrative leave but will be charged with annual leave or leave without pay for the entire work day.
- E. Individuals who are not providing essential services who wish to leave early due to hazardous road conditions, van or carpooling arrangements, etc. shall request annual leave if they wish to leave before an emergency is declared. Every effort shall be made to approve reasonable leave requests.
- F. Because inclement weather may be localized, appointing authorities may request the Department Secretary declare an emergency for their respective location.



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## AUTHORITY:

Policy *CD-034100*

## PROCEDURE:

- A. Incumbents must notify their immediate supervisor as soon as possible that they will be delayed or that they are unable to get to work because of inclement weather.
- B. Supervisors will approve annual leave, if requested, or leave without pay for any amount of time that an incumbent is late in excess of one hour.
- C. When the Department Secretary declares an emergency, time sheets must reflect the total time of administrative leave granted to incumbents because of inclement weather.
- D. Appointing authorities that wish to have an emergency declared for their respective locations must contact their Division Director.
  1. The Division Director will request from the Department Secretary that he/she declare an emergency for the requested location.
  2. The Department Secretary will make a determination as soon as possible and advise the requesting Division Director.
  3. The Division Director shall notify the requesting appointing authority of the Department Secretary's decision.
  4. The appointing authority shall advise his/her incumbents of the Department Secretary's decision.
- E. Individuals who are not providing essential services who wish to leave early because of hazardous road conditions, van or car-pooling arrangements, etc. will request annual leave by submitting their request via email. Supervisors will make every effort to approve reasonable leave requests.