

**NEW MEXICO JUDICIAL BRANCH**

Reference NMJBPR & NMJBPAWE Section 5.05

**DONATION OF ANNUAL LEAVE FORM**

*To the extent possible this shall remain anonymous.*

Donor Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Judicial Entity: \_\_\_\_\_

Hours of Annual Leave Donated: \_\_\_\_\_ Hourly Rate of Pay: \_\_\_\_\_

Recipient's Name: \_\_\_\_\_

Recipient's Judicial Entity: \_\_\_\_\_

I hereby authorize the donation of annual leave, effective this date, pursuant to the New Mexico Judicial Branch Personnel Rules and the New Mexico Judicial Branch Personnel Rules for At-Will Employees.

Donor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Administrative Use Only**

Leave balance **before** donation: \_\_\_\_\_ Leave balance **after** donation: \_\_\_\_\_

\_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_ ÷ \_\_\_\_\_ = \_\_\_\_\_  
Donor's hourly # of hours Value of Recipient's # of hours  
rate of pay: donated donated leave hourly rate of pay Donated

Pay period ending in which leave donation is applied to recipient's sick leave balance: \_\_\_\_\_

**RETURN OF DONATED LEAVE**

\_\_\_\_\_ ÷ \_\_\_\_\_ X 100 = \_\_\_\_\_  
\$ Value of \$ Value of all % of Donor's  
Donor's Leave Donated Leave Leave

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
\$ Value of % of Donor's \$ Value of Leave Donor's Rate # of Hours of Leave  
Unused Leave Leave to return to Donor of Pay to return to Donor

CC: Donor's Personnel File

Dev: 5/1/07

**Annual Leave Donation Program Policy**

**Inquiries:** Administrative Office of the Courts, Human Resources Division

827-4937 or 827-4810

**Distribution:** All employees of the New Mexico Judicial Branch

**Retain Until Superseded**