



## VILLAGE OF CORRALES

### ORDINANCE NO. 13-016

**AN ORDINANCE AMENDING CHAPTER 28, PERSONNEL, SECTION 28-236 OF THE CODE OF ORDINANCES OF THE VILLAGE OF CORRALES, BEING A PART OF ORDINANCE NO. 251, ADOPTED MARCH 9, 1993, AS AMENDED BY ORDINANCE NO. 295, ADOPTED NOVEMBER 12, 1996 AND BY ORDINANCE NO. 317, ADOPTED OCTOBER 27, 1998; PROVIDING AN OPTION FOR LIMITED CONVERSION OF ACCRUED ANNUAL LEAVE TO SICK LEAVE IN LIEU OF FORFEITURE OF LEAVE DAYS.**

**WHEREAS**, the Village Council, the governing body (“Governing Body”) of the Village of Corrales (the “Village”) finds that employees who cumulate significant amounts of annual leave should be afforded an opportunity to convert some of the accrued leave to sick leave for possible future use, rather than forfeiting the leave; and

**WHEREAS**, employees should be strongly encouraged to use at least some of the annual leave available to them, for their own benefit as well as for the good of the Village.

**NOW, THEREFORE, BE IT ORDAINED** by the Governing Body of the Village of Corrales, New Mexico, that Section 28-236 of the Code of Ordinances of the Village, being a part of Ordinance No. 251, adopted March 9, 1993, as amended by Ordinance No. 295, adopted November 12, 1996 and by Ordinance No. 317, adopted October 27, 1998, is amended to read, in its entirety, as follows:

**Section 28-236. Annual leave.**

(a) Regular full-time employees will earn annual leave with pay at the rate of ten (10) hours per month. Part-time employees that are budgeted for twenty-four (24) hours or work per week or more, will earn annual leave with pay at the rate of four (4) hours per month. Annual leave may be taken after six (6) months of employment with the village.

(b) No more than 20 days (160 hours) of total annual leave may be accumulated. Annual leave accumulated in excess of 160 hours will be forfeited. An employee who has accumulated more than 140 hours of annual leave may, upon request, convert up to sixty (60) hours of accumulated annual leave to sick leave, on an hour-for-hour basis. Only one such request will be granted to any employee during one calendar year.

(c) Employees who have accumulated 150 hours of total annual leave will be notified in writing by the employee responsible for payroll. However, it is the employee’s responsibility

to use the annual leave, request conversion to sick leave, or forfeit accumulated annual leave in excess of 160 hours, regardless whether the employee received such notification.

(d) At least two (2) week notice must be given to an employee's supervisor for annual leave in excess of five (5) consecutive days so vacation times may be scheduled. Employees may apply to take annual leave only up to twenty (20) working days in any four-month period.

(e) Time on paid annual leave is creditable time for leave accrual.

SEVERABILITY CLAUSE: Should any section, paragraph, clause or provision of this Ordinance be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance. The Governing Body of the Village of Corrales hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, word or phrase thereof irrespective of any one or more sections, subsections, sentences, clauses, words or phrases being declared unconstitutional or otherwise invalid.

COMPILING CLAUSE: This Ordinance shall be incorporated in and compiled as a part of the Code of Ordinances of the Village of Corrales as provided herein.

EFFECTIVE DATE AND PUBLICATION: This Ordinance shall become effective and be in full force and effect from and after its passage, publication and posting, according to law.

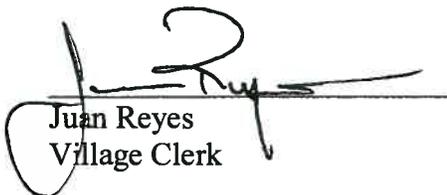
**PASSED, APPROVED AND ADOPTED** by the Governing Body of the Village of Corrales, New Mexico, this 12<sup>th</sup> day of November, 2013.

APPROVED:



The Honorable Philip Gasteyer  
Mayor, Village of Corrales

ATTEST:



Juan Reyes  
Village Clerk