



Office of the President

MSC 3445
New Mexico State University
P. O. Box 30001
Las Cruces, NM 88003-8001
575-646-2127

Date: April 23, 2020
To: NMSU Faculty and Staff
From: John Floros, President *John D. Floros*
Gena Jones, Assistant Vice President, HRS *GWJ*
Subject: NMSU annual leave carry-over

Due to the COVID-19 pandemic, many faculty and staff have shared with us their concerns that they may not be able to use their annual leave as planned this year and before the hours over 240 are swept on June 30.

To address this concern, and for this year only, employees can carry forward up to 280 hours of annual leave after June 30. This annual leave balance can be used throughout the upcoming fiscal year, from July 1, 2020 to June 30, 2021. This is 40 hours over the usual amount that can be carried forward.

This is a temporary exception and will not alter the payout maximum of 240 hours for employees who leave NMSU during the 2020–2021 fiscal year. The maximum annual leave balance will return to 240 hours at the end of June 2021.

Thank you for all the work you do at New Mexico State University.