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1 Employee does not include day or temporary workers, independent contractors,
2 interns, apprentices, or work-study recipients;

3 EMPLOYER means any person, firm, business, educational institution,
4 corporation, limited liability company or other entity that is required to have a
5 business license or business registration from the City of Albuquerque and that
6 employed fifty (50) or more Employees within the municipal limits of the city in
7 any one calendar quarter in the previous year;

8 NEGATIVE PERSONNEL ACTION means any termination, suspension,
9 constructive discharge, demotion, unfavorable reassignment, refusal to promote,
10 or disciplinary action taken by an employer against an employee;

11 SEXUAL ASSAULT means any act that constitutes a violation of §30-9-11
12 NMSA 1978; and

13 SPOUSE means a husband or wife, as the case may be.

14 §13-16-3. EMPLOYER REQUIREMENT TO PROVIDE SICK LEAVE TO
15 EMPLOYEES. USE OF LEAVE. EMPLOYER COMPLIANCE. RATE OF PAY
16 DURING LEAVE.

17 (A) Each employer shall provide paid sick leave annually to each of such
18 employer's employees in the city of Albuquerque. Such paid sick leave shall
19 accrue:

20 (1) beginning January 1, 2019, or for an employee hired after said date,
21 beginning on the employee's date of employment;

22 (2) at a rate of one hour of paid sick leave for each forty (40) hours
23 worked by an employee; and

24 (3) in one-hour increments up to a maximum of forty (40) hours per
25 calendar year.

26 Each employee shall be entitled to carry over up to forty (40) unused accrued
27 hours of paid sick leave from the current calendar year to the following calendar
28 year, but no employee shall be entitled to use more than the maximum number
29 of accrued hours, as described in subdivision (3) of this subsection, in any year
30 unless the employer agrees.

31 (B) An employee shall be entitled to the use of accrued paid sick leave upon
32 the completion of the employee's seven hundred and twentieth (720) hour of

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1 employment, if the employee was hired prior to January 1, 2019, or if hired
2 after January 1, 2019, upon the completion of the employee's seven hundred
3 and twentieth (720) hour of employment from the date of hire, unless the
4 employer agrees to an earlier date. An employee shall not be entitled to the use
5 of accrued paid sick leave if such employee did not work an average of twenty
6 (20) or more hours a week for the employer in the most recent complete
7 calendar quarter.

8 (C) An employer shall be deemed to be in compliance with this article if the
9 employer offers any other paid leave, or combination of other paid leave that (1)
10 may be used for the purposes of §13-16-4, and (2) is accrued in total at a rate
11 equal to or greater than the rate described in subsections (A) and (B) of this
12 section. For the purposes of this subsection, "other paid leave" may include, but
13 not be limited to, paid vacation, personal days or paid time off.

14 (D) Each employer shall pay each employee for paid sick leave at a pay rate
15 equal to the normal hourly wage for that employee. For any employee whose
16 hourly wage varies depending on the work performed by the employee, the
17 "normal hourly wage" shall mean the average hourly wage of the employee in
18 the pay period prior to the one in which the employee used paid sick leave.

19 (E) Notwithstanding the provisions of this section and §13-16-4 to §13-16-7,
20 inclusive, and upon the mutual consent of the employee and employer, an
21 employee who chooses to work additional hours or shifts during the same or
22 following pay period, in lieu of hours or shifts missed, shall not use accrued paid
23 sick leave up to the amount of additional hours worked.

24 **§13-16-4. PERMITTED USES FOR SICK LEAVE.**

25 (A) An employer shall permit an employee to use the paid sick leave accrued
26 pursuant to §13-16-3:

27 (1) For

28 (a) an employee's illness, injury or health condition,

29 (b) the medical diagnosis, care or treatment of an employee's mental
30 illness or physical illness, injury or health condition, or

31 (c) preventative medical care for an employee.

32 (2) For

- 1 (a) an employee's child's or spouse's illness, injury or health condition,
- 2 (b) the medical diagnosis, care or treatment of an employee's child's or
- 3 spouse's mental or physical illness, injury or health condition, or
- 4 (c) preventative medical care for a child or spouse of an employee.
- 5 (3) Where an employee is a victim of family violence or sexual assault
- 6 (a) for medical care or psychological or other counseling for physical or
- 7 psychological injury or disability,
- 8 (b) to obtain services from a victim services organization,
- 9 (c) to relocate due to such family violence or sexual assault, or
- 10 (d) to participate in any civil or criminal proceedings related to or resulting
- 11 from such family violence or sexual assault.
- 12 (B) If an employee's need to use paid sick leave is foreseeable, an employer
- 13 may require advance notice, not to exceed seven days prior to the date such
- 14 leave is to begin, of the intention to use such leave. If an employee's need
- 15 for such leave is not foreseeable, an employer may require an employee to
- 16 give notice of such intention as soon as practicable. For paid sick leave of
- 17 three or more consecutive days, an employer may require reasonable
- 18 documentation that such leave is being taken for the purpose permitted
- 19 under subsection (A) of this section. If such leave is permitted under
- 20 subdivision (1) or (2) of subsection (A) of this section, documentation signed
- 21 by a health care provider who is treating the employee or the employee's
- 22 child or spouse indicating the need for the number of days of such leave
- 23 shall be considered reasonable documentation. If such leave is permitted
- 24 under subdivision (3) of subsection (A) of this section, a court record or
- 25 documentation signed by an employee or volunteer working for a victim
- 26 services organization, an attorney, a police officer or other counselor
- 27 involved with the employee shall be considered reasonable documentation.
- 28 (C) Nothing in §13-16-3 to §13-16-7, inclusive, shall be deemed to require
- 29 any employer to provide paid sick leave for an employee's leave for any
- 30 purpose other than those described in this section.
- 31 (D) Unless an employee policy or collective bargaining agreement provides
- 32 for the payment of accrued fringe benefits upon termination, no employee

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1 shall be entitled to payment of unused accrued sick leave under this section
2 upon termination of employment.

3 (E) Nothing in §13-16-3 to §13-16-7, inclusive, shall be construed to prohibit
4 an employer from taking disciplinary action against an employee who uses
5 paid sick leave provided under §13-16-3 to §13-16-7, inclusive, for purposes
6 other than those described in this section.

7 **§13-16-5. ADDITIONAL LEAVE. DONATION OF UNUSED LEAVE. BREAKS IN**
8 **SERVICE.**

9 (A) Nothing in §13-16-3 to §13-16-7, inclusive, shall be construed to

10 (1) prevent employers from providing more paid sick leave than is required
11 under §13-16-3 to §13-16-7, inclusive,

12 (2) diminish any rights provided to any employee under a collective
13 bargaining agreement, or

14 (3) preempt or override the terms of any collective bargaining agreement
15 effective prior to January 1, 2019.

16 (B) Nothing in §13-16-3 to §13-16-7, inclusive, shall be construed to prohibit an
17 employer

18 (1) from establishing a policy whereby an employee may donate unused
19 accrued paid sick leave to another employee, and

20 (2) who provides more paid sick leave than is required under §13-16-3 to
21 §13-16-7, inclusive, for the purposes described in subdivision (1) of subsection
22 (A) of §13-16-4 from limiting the amount of such leave an employee may use
23 for other purposes.

24 (C) Any termination of an employee's employment by an employer, whether
25 voluntary or involuntary, shall be construed as a break in service. Should any
26 employee subsequently be rehired by the employer following a break in service,
27 the employee shall

28 (1) begin to accrue sick leave in accordance with §13-16-3, and

29 (2) shall not be entitled to any unused hours of paid sick leave that had been
30 accrued prior to the employee's break in service unless agreed to by the
31 employer.

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1 §13-16-6. NEGATIVE PERSONNEL ACTION PROHIBITED. FILING OF
2 COMPLAINT WITH THE CITY OFFICE OF DIVERSITY AND HUMAN RIGHTS.
3 HEARING. PENALTIES.

4 (A) No employer shall take negative personnel action or discriminate against an
5 employee because the employee:

6 (1) requests or uses paid sick leave either in accordance with §13-16-3 and
7 §13-16-4 or in accordance with the employer's own paid sick leave policy, as
8 the case may be, or

9 (2) files a complaint with the Office of Diversity and Human Rights (the
10 "Office") alleging the employer's violation of §13-16-3 to §13-16-7, inclusive.

11 (B) The Office shall advise any employee who:

12 (1) is covered by a collective bargaining agreement that provides for paid
13 sick days, and

14 (2) files a complaint pursuant to subsection (A) of this section of his or her
15 right to pursue a grievance with his or her collective bargaining agent.

16 (C) Any employee aggrieved by a violation of the provisions of §13-16-3 to §13-
17 16-7, inclusive, may file a complaint with the Office. Upon receipt of any such
18 complaint, the Office may submit a request for hearing to the City's
19 Independent Office of Hearings, or other designated City hearing officer. After
20 the hearing, the hearing officer will prepare a written finding. Any employer who
21 is found by a preponderance of the evidence, to have violated the provisions of
22 subsection (A) of this section shall be liable to the City for a civil penalty of five
23 hundred dollars (\$500) for each violation. Any employer who is found by a
24 preponderance of the evidence, to have violated the provisions of §13-16-3 to
25 §13-16-5, inclusive, or §13-16-7 shall be liable to the City for a civil penalty of
26 up to one hundred dollars (\$100) for each violation. The City hearing officer
27 may award the employee all appropriate relief, including the payment for used
28 paid sick leave, rehiring or reinstatement to the employee's previous job,
29 payment of back wages and reestablishment of employee benefits to which the
30 employee otherwise would have been eligible if the employee had not been
31 subject to such retaliatory personnel action or discriminated against. Any party
32 aggrieved by the decision of the hearing officer may appeal the decision to any

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1 court of competent jurisdiction within 30 days after the hearing officer’s written
2 finding.

3 (D) The Office shall administer this section within available appropriations.

4 §13-16-7. NOTICE TO EMPLOYEE’S OF SICK LEAVE REQUIREMENTS.

5 REGULATIONS. Each employer subject to the provisions of §13-16-3 shall, at
6 the time of hiring, provide notice to each employee:

7 (1) of the entitlement to sick leave for employees, the amount of sick leave
8 provided to employees and the terms under which sick leave may be used,

9 (2) that retaliation by the employer against the employee for requesting or
10 using sick leave for which the employee is eligible is prohibited, and

11 (3) that the employee has a right to file a complaint with the Office for any
12 violation of this section and of §13-16-3 to §13-16-6, inclusive. Employers may
13 comply with the provisions of this section by displaying a poster in a
14 conspicuous place, accessible to employees, at the employer’s place of business
15 that contains the information required by this section in both English and
16 Spanish. The Office may adopt regulations, in accordance with Chapter 2,
17 Article 15, to establish additional requirements concerning the means by which
18 employers shall provide such notice. The Office shall administer this section
19 within available appropriations.”

20 Section 2. SEVERABILITY CLAUSE. If any section, paragraph, sentence,
21 clause, word or phrase of this ordinance is for any reason held to be invalid or
22 unenforceable by any court of competent jurisdiction, such decision shall not
23 affect the validity of the remaining provisions of this ordinance. The Council
24 hereby declares that it would have passed this ordinance and each section,
25 paragraph, sentence, clause, word or phrase thereof irrespective of any
26 provisions being declared unconstitutional or otherwise invalid.

27 Section 3. COMPILATION. The amendments set forth in Sections 1 above
28 shall amend, be incorporated in and made part of the Revised Ordinances of
29 Albuquerque, New Mexico, 1994.

30 Section 4. EFFECTIVE DATE. This ordinance shall take effect January 1,
31 2019.

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