

EMPLOYEE LEAVE PURCHASE PROGRAM

Enrollment Form
Choose your leave amount! Purchase up to 40 hours (full-time) / 20 hours (part-time).
Questions? Human Resources ● (505) 768-3700 ● employeebenefits@cabq.gov

EMPLOYEE INFORMATION

Name:

Employee ID:

Department:

INSTRUCTIONS

1. Employee completes form.
2. Submit to Department Fiscal Officer & Department Director for approval.
3. Form is sent to Department HR Coordinator (HRC).
4. HRC will ensure form is correct and send to Central HR.

* Increments of 8 hours (full-time) ; 4 hours (part-time). Maximum purchase of 40 hours for full-time, 20 hours for part-time. Employees with unpaid suspensions in the prior year are ineligible.

IMPORTANT INFORMATION

Phone Number:

Email:

Printed Name:

Date:

Hours to Purchase:

☐ I acknowledge program participation requires departmental and HR approval, payroll deduction for repayment, and any unused balance at the end of the fiscal year will be paid out to the employee. I am responsible for tracking balances and repayment status.

Name _____

Date _____

FOR HR USE ONLY

Fiscal Officer
Signature:

Date:

Director Signature:

Date:

- Employees must comply with all applicable City of Albuquerque policies and procedures.