



DIOCESE OF GALLUP

PO Box 1338
Gallup, New Mexico 87305

Memorandum

Date: July 1, 2022

From: Chancery Office, Diocese of Gallup

To: Pastors, Administrators, Supervisors, Principals, & Pastoral Life Coordinators
in New Mexico

Topic: Change in New Mexico Law regarding Sick Leave

Dear All,

A new law, ***Healthy Workplaces Act***, goes into effect today for the State of New Mexico which requires all businesses to offer Sick Leave to all employees, including part-time. It is based on a rate of one hour per 30 hours worked. Accounting and reporting to the employees is required. A notification of employees is required upon hiring and posted sign. It only affects those entities in New Mexico.

Please see the attached summary of the new law provided by Mr. Bob Horacek, Chief Financial Officer for the Diocese of Gallup. You are welcome to contact him for questions:

bhoracek@dioceseofgallup.org

Office: 505-863-4406

Cell: 505-240-1028

Note that those entities who will adopt the new payroll program to be implemented later this year, *ADP Workforce Now*, will have an option that will facilitate the recording and reporting of sick leave as it is accrued and used.

Your timely attention to these new requirements will be appreciated. Please inform your employees about the changes and post the required signs promptly. Until a revised policy is published, consider this memorandum as an amendment to the *Diocese of Gallup Personnel Policy and Procedure Manual* in all required additions or changes in the existing policy as necessary to comply with the new law.

Respectfully,

Dcn Randolph Copeland
Chancellor

Encl: Summary of *Healthy Workplace Act*
Mandatory Signs – English and Spanish