

**New Mexico Addendum**

This addendum contains provisions required by state and/or local law that apply only to the Organization’s New Mexico employees. There is no intent, explicit or implied, to extend any of the provisions below to the Organization’s employees outside of New Mexico. Where the Handbook is silent or in conflict with any of the provisions below, the contents of this Addendum shall control.

**Domestic Violence Leave**

Under the state’s Promoting Financial Independence for Victims of Domestic Abuse Act, employees are granted up to 14 days of domestic abuse leave in any calendar year, and up to eight hours in any one day. An employee may use accrued sick leave or annual leave, compensatory time, or leave without pay for domestic abuse leave.  Domestic abuse leave may be used to:

* Obtain or attempt to obtain an order of protection or other judicial relief from domestic abuse;
* Meet with law enforcement officials;
* Consult with personal attorneys or district attorneys’ victim advocates; or
* Attend court proceedings related to the domestic abuse of the employee or the employee’s family member (“family member” is defined in the statute as a minor child of the employee or a person for whom the employee is a legal guardian)

“Domestic abuse” is defined as an incident of stalking or sexual assault whether committed by a household member or not, or any incident by a household member against another household member that results in:

* Physical harm;
* Severe emotional distress;
* Bodily injury or assault;
* A threat causing imminent fear of bodily injury by any household member;
* Criminal trespass;
* Criminal damage to property;
* Repeatedly driving by a residence or work place;
* Telephone harassment;
* Harassment; or
* Harm or threatening harm to children or pets.

Employees in need of domestic abuse leave should notify [AskHR@embered.com](mailto:AskHR@embered.com) as soon as possible.  When leave is taken under this policy as an emergency, employees or their designees should give notice to supervisors within 24 hours of commencing the domestic abuse leave, if possible.

Employees taking leave under this policy must verify the need for domestic abuse leave as soon as practicable, by providing:

* A police report indicating that the employee or a family member was a victim of domestic abuse;
* A copy of an order of protection or other court evidence produced in connection with an incident of domestic abuse; or
* A written statement from employee’s attorney, district attorney’s victim advocate, law enforcement official, or prosecuting attorney stating that the employee or a family member appeared or is scheduled to appear in court in connection with an incident of domestic abuse

Retaliation against an employee for taking domestic abuse leave is forbidden.  Anyone who retaliates against an employee for taking domestic abuse leave will be subject to disciplinary action.