

**NEW MEXICO JUDICIAL BRANCH**

Reference NMJBPR NMJBPRWE Sections 5.0 8

**APPLICATION FOR EDUCATIONAL LEAVE FORM**

**The request for this leave must be submitted to the employee's immediate supervisor and is subject to the approval of the Administrative Authority.**

Employee Name: *(Please print)* \_\_\_\_\_

Job Title: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Judicial Entity: \_\_\_\_\_

Status:  Full-time  Part-time Institution to Attend \_\_\_\_\_

Class Title : \_\_\_\_\_ Description of Class: \_\_\_\_\_

*(Additional information may be attached on a separate sheet of paper.)*

**I request educational leave for the above mentioned class for the period beginning**  
 \_\_\_\_\_ and ending on \_\_\_\_\_  
*(Month, Day, Year)* *(Month, Day, Year)*  
 on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
*(Day(s))* *(Beginning Time)*  
 \_\_\_\_\_ **I anticipate travel time to be** \_\_\_\_\_  
*(Ending Time)* *(Day(s))*  
 from \_\_\_\_\_ to \_\_\_\_\_  
*(Beginning Time)* *(Ending Time)*

- I recommend approval of the requested education leave.
- I do not recommend approval of the requested education leave.  
 (The reasons for denial are listed on the back of this form.)

\_\_\_\_\_  
Supervisor Signature Date

- I recommend approval of the requested education leave.
- I do not recommend approval of the requested education leave

\_\_\_\_\_  
Administrative Authority Signature Date

Rev. 3/23/07

**Application for Education Leave Form**

**Inquiries:** Administrative Office of the Courts Human Resources Division

827-4937 or 827-4810

**Distribution:** All Employees of the Administrative Office of the Courts

**Retain Until Superseded**