

1 **CITY OF SANTA FE, NEW MEXICO**

2 **RESOLUTION NO. 2026-\_\_**

3 **INTRODUCED BY:**

4  
5 Councilor Amanda Chavez  
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9  
10 **A RESOLUTION**

11 **REMOVING “PILOT” STATUS FROM THE WELLNESS LEAVE PILOT PROGRAM,**  
12 **ESTABLISHING PERSONNEL RULES 13.91 AND 13.92 AS PERMANENT, AND**  
13 **ADDING A REQUIREMENT THAT EMPLOYEES COMPLETE ALL REQUIRED**  
14 **TRAININGS TO REMAIN ELIGIBLE TO RECEIVE WELLNESS DAY LEAVE.**

15 **WHEREAS**, according to the Centers for Disease Control and the Kaiser Family  
16 Foundation’s “Mental Health and Substance Use State Fact Sheet” New Mexico has an age-  
17 adjusted suicide rate nearly double the average of the rest of the country, as well as higher than  
18 average rates of anxiety or depressive disorders; and

19 **WHEREAS**, in 2023, the City of Santa Fe (“City”) adopted Resolution 2023-17,  
20 establishing a two-year pilot program in support of physical and mental wellbeing for City  
21 employees and establishing Personnel Rules 13.91 and 13.92 (“Wellness Leave Pilot Program”);  
22 and

23 **WHEREAS**, Personnel Rule 13.91 allows classified full-time and part-time, exempt, and  
24 term employees one (1) day of leave as a “wellness day” each calendar year; and

25 **WHEREAS**, Personnel Rule 13.92 provides eligible, classified full-time, exempt, and

1 term employees two (2) hours per week for physical and mental fitness activities (“Physical and  
2 Mental Fitness Leave”); and

3 **WHEREAS**, in 2025, the City adopted Resolution No. 2025-40, which extended the  
4 Wellness Leave Pilot Program to June 30, 2026, and required employees to agree to take up to three  
5 surveys as a condition of taking wellness leave: one at the beginning of the year, one at the end of  
6 the year, and during the middle of the year, if the Human Resources Department determines the  
7 third survey is helpful; and

8 **WHEREAS**, three hundred fifty-two (352) employees enrolled in the Wellness Leave Pilot  
9 Program and three hundred fifty-one (351) employees utilized the program; and

10 **WHEREAS**, out of the three hundred forty-four (344) employees who completed the  
11 survey regarding the program, three hundred eighteen (318) said that the Wellness Leave Pilot  
12 Program increased their desire to stay employed with the City; and

13 **WHEREAS**, ninety-four percent (94%) of the survey participants stated that their morale  
14 at work has improved since participating in the Wellness Leave Pilot Program and over two  
15 hundred fifty (250) participants said they saw a significant reduction in stress; and

16 **WHEREAS**, the City recognizes that employee participation in trainings designed to  
17 improve performance, safety, satisfaction, productivity, and professional development supports  
18 overall employee well-being; and

19 **WHEREAS**, employees who elect to participate in the Wellness Leave Program shall be  
20 required to attend and complete any mandatory trainings designated by the City; and

21 **WHEREAS**, transitioning the Wellness Leave Pilot Program into a permanent policy will  
22 continue to support employees’ physical and mental well-being and improve organizational  
23 performance.

24 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**  
25 **CITY OF SANTA FE** that the Wellness Leave Pilot Program established in Resolution No. 2023-

1 17 and extended by Resolution No. 2025-40 shall be adopted as a permanent policy and be  
2 incorporated into the City's Personnel Rules and Regulations.

3 **BE IT FURTHER RESOLVED** that employees must complete all required City trainings  
4 to remain eligible to receive the Wellness Day Leave, as indicated in Rule 13.91, Exhibit A.

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6 PASSED, APPROVED, and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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10 MICHAEL J. GARCIA, MAYOR

11  
12 ATTEST:

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14 \_\_\_\_\_  
15 GERALYN F. CARDENAS, CITY CLERK

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17 APPROVED AS TO FORM:

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19 Marcos Martinez  
20 [Marcos Martinez \(May 20, 2026 14:11:04 MDT\)](#)  
21 MARCOS D. MARTÍNEZ, CITY ATTORNEY

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23  
24  
25 *Legislation/2026/Resolutions/Updating the Terms of the Physical and Mental Wellness Leave Program*

## **Exhibit A**

### **RULE 13 LEAVE**

#### **Rule 13.91 Wellness Day Leave**

Classified full-time and part-time, exempt, and term employees shall be eligible each calendar year for one (1) wellness day. Employees are eligible to request Wellness Day Leave after successful completion of the employee probationary period. This category of leave is designed to be used for mental health and wellness. Such leave should be requested in advance, to the extent possible. Every effort will be made to accommodate an employee's request. Wellness Day Leave should be granted unless granting the requested leave would impair the effective and efficient operation of the department.

1. The Wellness Day Leave must be taken in eight (8) consecutive-hour increments or in increments representative of the employee's regular work schedule. For example, a part-time employee would be eligible for 4 hours of wellness leave, an employee who works a 10-hour schedule would be eligible for 10 hours of wellness leave, a firefighter that works a 24-hour schedule would be eligible for 24 hours of wellness leave each calendar year.
2. The Wellness Day Leave must be taken within the current calendar year, or it will be forfeited.
3. Upon separation of employment, employees will not be compensated for the unused Wellness Day leave.
4. The Wellness Day Leave will not be counted toward the earning of Fair Labor Standards Act (FLSA) Overtime or Compensatory Time.
5. Employees and supervisors are required to utilize standard timekeeping processes to document and track Physical and Mental Fitness Leave.
6. Wellness leave may be forfeited in accordance with Training Policy 2026-0001. City employees, including classified, term, exempt, at-will, full-time, and part-time employees, who fail to complete all required trainings within a calendar year may lose wellness leave accrued for the following calendar year.

#### **Rule 13.92 Two-Hour Weekly Wellness Program: Physical and Mental Fitness Leave.**

Classified full-time, exempt, and term employees may be eligible for two (2) hours per week of Physical and Mental Fitness Leave for physical and mental fitness activities. Employees are eligible for this leave after successful completion of the probationary period and required approvals. This is a category of leave designed to promote fitness and wellness.

1. The Physical and Mental Fitness Leave will not be counted toward the earning of the Fair Labor Standards Act (FLSA) Overtime or Compensatory Time.

2. Employees may request a modified work schedule by utilizing the standard request process for flexible-work arrangements, which may permit the employee to take up to two (2) hours per week of Physical and Mental Fitness Leave for physical and mental wellness purposes.
3. Physical and mental fitness activities are activities that promote physical and/or mental well-being including physical exercise (for example, bicycling, walking, jogging, yoga, weight training, swimming, tennis, volleyball, softball and racquetball), health risk appraisals, wellness screenings, fitness testing, mindfulness and meditation exercises, healthy eating classes, nutrition consultation, health behavior change coaching, and smoking cessation classes.
4. An eligible employee must request and be approved to participate in the Physical and Mental Fitness Leave through the standard flexible work arrangement process. Granting the employee request is subject to the needs of the City. If the request is approved, it may be withdrawn by the City at any time if allowing the employee to continue would not be in the best interest of the City or have a negative impact on the operations of the City. The denial or rescinding of Physical and Mental Fitness Leave is not subject to grievance procedures or appeal processes.
5. Time needed for travel, taking showers, changing clothes and/or eating lunch must be considered and should be included in the modified work schedule.
6. Employees may be required to forgo a scheduled period of Physical and Mental Fitness Leave due to mandatory meetings, trainings, or other work-related obligations that cannot be rescheduled. However, missed Physical and Mental Fitness Leave is forfeited and may not be made up at a different time during the week it was missed.
7. Employees who are absent from work on a scheduled period of Physical and Mental Fitness Leave shall forfeit the leave for that day and it may not be made up at a different time.
8. Physical and Mental Fitness Leave may not be used in conjunction with other leave types (e.g., sick leave, annual leave, compensatory time, educational leave, administrative leave) in a manner that results in excessive stacking of leave, as determined by the Department.
9. While considering and reviewing requests for participation in Physical and Mental Fitness Leave, supervisors should maintain adequate coverage to meet the business needs of the City, should not unfairly shift workloads to other staff members, and should not incur additional associated costs to the City.
10. Participants in this program are responsible for notifying their supervisor should they cease to engage on a regular basis, in the Physical and Mental Fitness Leave on the days specified on their request.
11. As a condition of participating in the Physical and Mental Fitness Leave, employees irrevocably agree to indemnify and hold the City of Santa Fe harmless from any and all liability and waive any claims, including but not limited to workers' compensation, for any and all injuries caused by or aggravated by activities completed during any Physical and Mental Fitness Leave.

**13.** Employees and supervisors are required to utilize standard timekeeping processes to document and track Physical and Mental Fitness Leave.