

Travel FAQs for Main & Branch Campuses

Last updated: May 3, 2021

For HSC's Travel Guidance, see [Travel FAQ section](#) for general guidance and see the [Health System Travel Guidance document](#).

1. Is outgoing university-related travel restricted in any way?

Effective through May 15, 2021

The University has restricted university/business-related travel including extramurally-funded travel through May 15, 2021. Supervisors are highly encouraged to carefully evaluate all requests for university-related travel, including by car, to high incidence areas outside of and within the state on a case-by-case basis. Employees who are allowed to travel are subject to the COVID rules established in the state or country they visit. Upon return to New Mexico, employees must comply with the self-isolation and self-quarantine rules at cv.nmhealth.org/travel-recommendations/.

Effective May 16, 2021

University-related travel restrictions are lifted. See Travel and Meals for Business Purposes for guidance.

2. Are incoming university-related visitors from out of state restricted in any way?

Incoming visitors from out of state coming to any part of the UNM campus will be accommodated and are asked to comply with the self-isolation and self-quarantine rules at cv.nmhealth.org/travel-recommendations/. COVID-Safe Practices must be followed and groups or "mass gatherings" must comply with public health guidelines. This includes requiring all visitors to be asymptomatic and to use masks and practice stringent personal hygiene during the trip. They must also self-screen for symptoms each day before coming to campus.

Vendors and contractors coming to campus to provide essential services must follow UNM Purchasing Health and Safety Procedures (purchase.unm.edu/covid-hsp-vendors.pdf).

3. Can I schedule future university/business travel?

Yes, travel beyond May 15, 2021, may be scheduled; however, it may be subject to cancellation if there is a change in the NM Department of Health's travel guidelines. Please see cv.nmhealth.org/travel-recommendations/ for current travel guidelines.

4. Is my personal travel restricted?

No, however, we advise UNM community members to avoid travel to high-incidence areas. We know this advice may be a hardship for some members of our community. We understand that some faculty, staff or students may have personal circumstances that lead to travel, and in those circumstances, we ask our community members to be mindful of their responsibility to others, to research community-spread at their planned destination, and to voluntarily quarantine or self-isolate upon return. See FAQ #5 for guidance regarding self-isolation and reporting. Because travel advice and high incidence areas change constantly, please check cv.nmhealth.org/travel-recommendations/ for the latest information.

5. What quarantine requirements are in place regarding travel?

- In-State Travel – No quarantine requirement for Main and Branch Campus employees.
- Domestic Travel in U.S. – No quarantine requirement for Main and Branch Campus employees. You may also [read the NMDOH recommendations here for individuals traveling into NM.](#)
- International Travel – [Follow CDC guidance for quarantining in accordance with your vaccinated or unvaccinated status.](#)

6. Do I have to report out-of-state travel or travel to high-incidence areas within the state (red color-coed counties)?

No travel reporting is required at this time.

7. If I am unable to work from home during quarantine or self-isolation related to international travel, will I be provided with leave?

Leave option through June 30, 2021

Should the resulting quarantine or self-isolation period interfere with your ability to perform your duties, you are allowed 10 days (up to 80 hours, prorated by appointment percentage) of total paid leave to quarantine or self-isolate in accordance with UNM's [Emergency Paid Sick Leave option](#). If you have already exhausted this leave you may use accrued sick or annual leave to cover the period you cannot return to campus. Employees with a zero balance will not be compensated.

Leave options beyond June 30, 2021

Should the resulting quarantine or self-isolation period interfere with your ability to perform your duties, you will need to request leave or be put on leave without pay if you do not have leave hours to use or if you do not accrue leave due to the type of position you hold.

Please consult HSC, UNM Hospital, SRMC and UNMMG Human Resources for policies and guidance regarding leave usage.

Read the CDC's quarantine guidance for travel as it pertains to vaccinated and unvaccinated individuals.

8. Can my annual leave be denied based on where I am traveling?

Annual leave requests will be determined in accordance with UAP 3400, Section 5 (policy.unm.edu/university-policies/3000/3400.html), as it relates to staff employees, Faculty Handbook Policy C-50 (handbook.unm.edu/c50/) as to faculty, and/or applicable collective bargaining agreement. Staff and faculty should not be asked about the purpose for leave when they request annual leave. However, if a staff or faculty member intends to use annual leave to travel out of state or to an area of high incidence within the state, it is recommended that you inform your supervisor in advance for a discussion of whether such leave and the resulting quarantine or self-isolation period may interfere with the needs of the University and/or your ability to perform your job duties.