



New Mexico State Personnel Board State Personnel Office

SUSANA MARTINEZ
GOVERNOR

Eugene J. Moser
Director

Nivia L. Thames
Deputy Director

State Personnel Board
Paul T. Yarbrough, Chairman
Christine Romero, Vice Chairman

Devon Day Chris Sanchez
Rebecca Long

MEMORANDUM

TO: Cabinet Secretaries and Agency Heads
From: Eugene J. Moser, State Personnel Director
DATE: December 20, 2012
SUBJECT: Administrative Leave – Winter Holiday

In recognition of the winter holiday and Christmas Eve, Governor Martinez has authorized four (4) hours of administrative leave for classified and exempt employees under the Governor to be utilized on Monday, December 24, 2012 from 1pm through 5pm.

Agencies are authorized to close their offices on Monday afternoon, December 24, 2012, allowing employees to take four (4) hours of administrative leave.

This is a great time for reflection and gratitude as we take the opportunity to spend the season with friends, family, and loved ones.

Cabinet Secretaries and Agency Heads should ensure that the proper public notice is given in advance of any times that agency operations are interrupted and/or closed during this time.

Governor Martinez wishes all state employees a Merry Christmas and a safe and happy holiday season.

cc: Keith Gardner, Chief of Staff

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