



New Mexico State Personnel Board State Personnel Office

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To: Cabinet Secretaries, Executive Agency Heads and Elected Officials

From: Justin Najaka, Director *Justin Najaka*

Date: October 2, 2017

Re: Administrative Leave for Blood Donations

In response to the tragic events that occurred in Las Vegas, Nevada, the State of New Mexico is encouraging employees to help the victims in Las Vegas in any meaningful way. City officials in Las Vegas have recently requested blood donations to help the hundreds of individuals affected by this tragedy.

Accordingly, the Governor is encouraging and authorizing all agency heads to provide employees with one (1) hour of administrative leave to donate blood between October 3, 2017 and October 20, 2017. Employees that donate blood will be provided documentation related to their donation of blood on a specified date by the blood drawing organization and must present this in order to use administrative leave for this purpose. The State will announce coordinated blood drives throughout Albuquerque and Santa Fe to provide employees convenient opportunities to donate blood in furtherance of this goal.

Please do not hesitate to contact me directly should you have any questions or concerns. Thank you.

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