



New Mexico State Personnel Board State Personnel Office

SUSANA MARTINEZ
GOVERNOR

Justin Najaka
Director


Nivia L. Thames
Deputy Director

State Personnel Board
Christine Romero, Chair
Dennis L. Garcia, Vice Chair

Megan Muirhead Jerry Manzagol

MEMORANDUM

TO: Cabinet Secretaries and Agency Heads

FROM: Justin Najaka, State Personnel Director 

DATE: December 17, 2015

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 Thursday, December 24, 2015, from 1:00 p.m. through 5:00 p.m. **If employees are on pre-approved leave on December 24, 2015, from 1:00 p.m. through 5:00 p.m., they are entitled to the four (4) hours of administrative leave. Employees should adjust their leave request, accordingly.**

Agencies are authorized to close their offices on Thursday afternoon, December 24, 2015, allowing employees to take four (4) hours of administrative leave. **If you cannot close your office during this time or for those employees required to maintain essential services, this administrative leave may be utilized by January 8, 2016, otherwise the leave will be forfeited.**

Administrative leave will not be granted on New Year's Eve. Employees must request annual leave to take time on this day.

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 these dates.

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

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

cc: Keith Gardner, Chief of Staff
Agency Human Resource Managers

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