



New Mexico State Personnel Board State Personnel Office

SUSANA MARTINEZ
GOVERNOR

Justin Najaka
Director

State Personnel Board
Christine Romero, Chair

Nivia L. Thames
Deputy Director

Megan Muirhead Jerry Manzagol

MEMORANDUM

TO: Cabinet Secretaries and Agency Heads

FROM: Justin Najaka, State Personnel Director *Justin Najaka*

DATE: December 15, 2016

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 Friday, December 23, 2016, from 1:00 p.m. through 5:00 p.m. **If employees are on pre-approved leave on December 23, 2016, 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 Friday afternoon, December 23, 2016, 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 6, 2017, 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

2600 Cerrillos Road, Santa Fe, New Mexico, 87505 (505) 476-7759

