



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 Rebecca Long

MEMORANDUM

TO: Cabinet Secretaries and Agency Heads
FROM: Eugene J. Moser, State Personnel Director
DATE: December 23, 2013
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 Tuesday, December 24, 2013, from 1pm through 5pm. **If employees are on pre-approved leave on December 24, 2013, from 1pm through 5pm they are entitled to the four (4) hours of administrative leave. Employees should adjust their leave requests accordingly.**

Agencies are authorized to close their offices on Tuesday afternoon, December 24, 2013, 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 10, 2014, otherwise the leave will be forfeited.**

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.

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
HR Managers

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