



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 Directors

FROM: Eugene J. Moser,  State Personnel Director

DATE: June 30, 2011

SUBJECT: Limited Administrative Leave for Residents Evacuated due to Wildfires

In recognition of the wildfires burning throughout the State of New Mexico, Governor Martinez is granting up to four (4) hours of administrative leave for classified and exempt employees under the Governor who reside in areas affected by evacuation orders due to those fires. This administrative leave is intended to assist those employees displaced by the fires and is to be utilized to comply with evacuation procedures, including but not limited to actual evacuation and attending local informational meetings related to the status of the fires and the evacuation procedures.

Cabinet Secretaries and Agency Heads retain the discretion to determine how employees can utilize this administrative leave based upon the agency's operational needs.

Thank you.

cc: Governor S. Martinez