



New Mexico State Personnel Board

State Personnel Office

SUSANA MARTINEZ
GOVERNOR

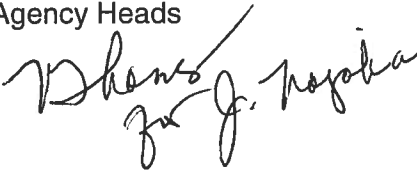
Justin Najaka
Director

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, Director 
DATE: March 18, 2016
SUBJECT: **Seasonal Observances - Administrative Leave**

In recognition of the seasonal observances, Governor Martinez is granting four (4) hours of administrative leave for classified and exempt employees under the Governor to be utilized between Wednesday, March 23, 2016, and Wednesday, March 30, 2016. Employees who have been granted four (4) hours of annual leave during this time period should work with HR to adjust their leave requests from annual leave to administrative leave.

Cabinet Secretaries and Agency Heads retain the discretion to determine whether certain employees cannot utilize this administrative leave during the specified week because of the need to maintain necessary department or agency services. For employees not permitted to utilize this administrative leave during the specified week, Cabinet Secretaries and Agency Heads should ensure that those employees are credited with the time. The credited time must be utilized no later than April 8, 2016, or it is forfeited. Your past practice and agency policies should guide you in granting this administrative leave.

Agencies may close their offices Friday afternoon, March 25, 2016, allowing employees to take the four hours of administrative leave. This decision should be based on individual agency operations that would permit this closure and services which are deemed to be non-critical. This is an operational decision and should be based upon your clientele and work schedules that may accommodate such closure.

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.

Thank you.

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

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