



# New Mexico State Personnel Board


## State Personnel Office

Michelle Lujan Grisham  
Governor

**State Personnel Board**  
Christine B. Romero, Chair  
Jerry Manzagol, Vice Chair  
Carmen V. Chavez, Member

Pamela D. Coleman  
Director

### MEMORANDUM

TO: Cabinet Secretaries and Agency Heads  
FROM: Pamela D. Coleman, Director   
DATE: April 12, 2019  
SUBJECT: Seasonal Observances- Administrative Leave

In recognition of upcoming seasonal observances, Governor Lujan Grisham is granting four (4) hours of administrative leave for classified and exempt employees, to be utilized between Wednesday, April 17, 2019, and Wednesday, April 24, 2019.

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 of departments or agencies with no 24-hour facilities should credit those employees with the four (4) hours of administrative leave to be utilized at a later date, but no later than April 30, 2019, or the leave is forfeited. Cabinet Secretaries and Agency Heads of departments or agencies with 24-hour facilities are authorized to allow such employees to use the four (4) hours of administrative leave by June 14, 2019, or the leave is forfeited. Your past practice and agency policies should guide you in granting this administrative leave.

Agencies may close their offices Friday afternoon on April 19, 2019, allowing employees to take the four (4) hours of administrative leave at that time. This decision should be based on individual agency operations that would permit this closure and services that are deemed non-essential. This is an operational decision, and should be based upon your agency's clientele and work schedules that may accommodate such closure.

Cabinet Secretaries and Agency Heads must provide proper public notice in advance of any time period the agency operations are interrupted and/or closed during these dates.

Cc: Agency HR Managers  
Teresa Casados, Chief Operating Officer