



New Mexico State Personnel Board State Personnel Office

SUSANA MARTINEZ
GOVERNOR

Justin Najaka
Interim Director


Nivia L. Thames
Deputy Director

State Personnel Board
Paul T. Yarbrough, Chairman
Christine Romero, Vice Chairman

Dennis Garcia
Rebecca Long
Megan Muirhead

MEMORANDUM

TO: Cabinet Secretaries and Agency Heads

FROM: Justin Najaka, Interim State Personnel Director 

DATE: December 19, 2014

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 Wednesday, December 24, 2014, from 1pm through 5pm. **If employees are on pre-approved leave on December 24, 2014, 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 Wednesday afternoon, December 24, 2014, 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, 2015, 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 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
Agency Human Resource Managers

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