



NEW MEXICO
STATE PERSONNEL OFFICE

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Director

State Personnel Board

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Member

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Member

MEMORANDUM

TO: Cabinet Secretaries, Agency Heads and Human Resource Managers
FROM: L. Teresa Padilla, Director *L. Teresa Padilla*
DATE: September 8, 2022
SUBJECT: Fall Seasonal Festivities - Administrative Leave

In recognition of seasonal events and festivities, Governor Lujan Grisham has authorized four (4) hours of administrative leave for classified and exempt employees, to be utilized Friday, September 9, 2022, through Friday, October 14, 2022.

Fall is a beautiful time in New Mexico! Check out the link below for some of the great things going on around the State:

<https://www.newmexico.org/events/festivals-fairs/>

Employees utilizing the seasonal leave shall enter time as administrative leave and insert "Fall Seasonal Festivities Leave" into the SHARE Timesheet Comments. This administrative leave must be taken in a single four-hour block of time. In addition, this leave shall not be considered work time for purposes of overtime compensation.

For employees not permitted to utilize this administrative leave during designated dates, Cabinet Secretaries and Agency Heads should follow agency past practice. Otherwise, the leave is forfeited. Finally, Cabinet Secretaries and Agency Heads are asked to ensure essential services remain available to constituents. Please provide proper public notice should there be an impact to hours of operation at any State office buildings.

Enjoy the additional time with family and friends.

cc: Teresa Casados, Chief Operating Officer

Address:

2600 Cerrillos Road
Santa Fe, NM 87505-3258

Phone:

505-476-7759

Fax:

505-476-7949

Website:

www.spo.state.nm.us