



**NEW MEXICO**  
STATE PERSONNEL OFFICE

Michelle Lujan Grisham  
Governor

L. Teresa Padilla  
Director

**State Personnel Board**

Laura A. Liswood  
*Chair*

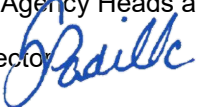
David F. Cunningham  
*Vice Chair*

Cristin M. Heyns-Bousliman  
*Member*

Carol A. Parker  
*Member*

Fred Radosevich  
*Member*

**MEMORANDUM**

TO: Cabinet Secretaries, Agency Heads and Human Resource Managers  
FROM: L. Teresa Padilla, Director   
DATE: March 29, 2023  
SUBJECT: Seasonal Holidays – Administrative Leave

In recognition of seasonal holidays, Governor Lujan Grisham has authorized four (4) hours of administrative leave for classified and exempt employees, to be utilized Friday, April 7, 2023.

Employees utilizing the seasonal holiday leave shall enter time as administrative leave and insert "Seasonal Holiday 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 the purposes of overtime compensation.

Cabinet Secretaries and Agency Heads retain discretion to determine whether certain employees cannot utilize this administrative leave to maintain necessary agency services. For employees not permitted to utilize this administrative leave on the designated date, Cabinet Secretaries and Agency Heads are authorized to extend the four (4) hours of administrative leave through Friday, April 28, 2023, as necessary. 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 buildings.

Enjoy the additional time with family and friends.

cc: Teresa Casados, Chief Operating Officer

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