



NEW MEXICO
STATE PERSONNEL OFFICE

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Dylan K. Lange
Director

State Personnel Board

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Member

MEMORANDUM 2024-005

To: Cabinet Secretaries, Agency Heads and Human Resource Managers

From: Dylan K. Lange, Director

Date: August 29, 2024

RE: Fall Seasonal Festivities - Administrative Leave

Fall is a beautiful time in New Mexico with lots of fun things to experience and memories to make.

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 between Friday, August 30, 2024, and Friday, October 11, 2024.

Check out the link below for some of the diverse 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.

This leave shall not be considered work time for purposes of overtime compensation. For employees not permitted to utilize this leave during designated dates, Cabinet Secretaries and Agency Heads should follow agency past practice. Otherwise, the leave is forfeited.

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.

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