

Michelle Lujan Grisham

Governor

Dylan K. Lange

Director



State Personnel Board

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Memorandum

Date: December 10, 2024
To: Cabinet Secretaries, Agency Heads, and HR Managers
From: Dylan Lange, Director
Subject: Winter Holiday

In recognition of the winter holiday season and her gratitude for your service, Governor Michelle Lujan Grisham has authorized four (4) hours of administrative leave for classified and exempt employees to be used on Tuesday, December 24, 2024, from 1:00 pm through 5:00 pm. If employees are on pre-approved leave during this time, they are entitled to the four (4) hours of administrative leave. Employees should adjust their leave request accordingly.

Agencies are authorized to close their offices on Tuesday afternoon, December 24, 2024, allowing employees to take the four (4) hours of administrative leave. If an agency cannot close its office during this time, or for those employees required to maintain essential services, this administrative leave may be utilized by Friday, January 31, 2025, otherwise the leave will be forfeited.

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 offices are closed on the afternoon of December 24, 2024.