

Michelle Lujan Grisham
Governor

Dylan K. Lange
Director
Cynthia Sandoval
Deputy Director




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GENERAL MEMORANDUM 2025-014

Date: December 3, 2025
To: Cabinet Secretaries, Agency Heads, and HR Managers
From: Dylan K. Lange, Director 
Subject: Winter Holiday Administrative Leave and Office Closure

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 Wednesday, December 24, 2025, from 1:00 pm through 5:00 pm. If employees are on pre-approved leave during this time, they are entitled to four (4) hours of administrative leave. Employees shall adjust their leave request accordingly.

Agencies are authorized to close their offices on Wednesday afternoon, December 24, 2025, allowing employees to take 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 30, 2026, otherwise the leave will be forfeited.

Cabinet Secretaries and Agency Heads should ensure that the proper public notice is given in advance of any time that agency operations are interrupted and/or offices are closed on the afternoon of December 24, 2025.

Whether you are traveling, relaxing at home, or simply taking a well-deserved break, we hope you find time to recharge, share gratitude, and create meaningful memories.

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