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General Memorandum 2025-006

Date: June 25, 2025
To: Cabinet Secretaries, Agency Heads, and HR Managers
From: Dylan K. Lange, Director
Subject: **Emergency Extended Administrative Leave for State Employees Adversely Affected by Wildfires or Flooding in Grant, Lincoln, Mora, San Miguel, and Valencia Counties and on the Mescalero Apache Reservation.**

I. Purpose

In consultation with the Governor's office and pursuant to State Personnel Board Rule 1.7.7.14(A) NMAC, the State Personnel Office Director is hereby authorizing executive agencies to grant administrative leave with pay for up to 20 consecutive workdays to State employees: 1) adversely affected by, or 2) working as volunteer firefighters to combat, the wildfires or flooding in Grant, Lincoln, Mora, San Miguel, and Valencia Counties and the Mescalero Apache Reservation ("Emergency Extended Administrative Leave"). The goal is to provide assistance and minimize stress and financial harm to State employees in these categories until the situation becomes stabilized.

II. Background

This year, Governor Michelle Lujan Grisham issued Executive Orders 2024-201 and 2025-215 through 236, declaring States of Emergency to exist in Grant, Lincoln, Mora, and San Miguel Counties, and the Mescalero Apache Reservation and Grant County. In addition, fires in Valencia County have also spread recently. With monsoon season approaching, heavy rains in these areas have also caused massive flooding to occur.

State Personnel Board Rule 1.7.7.14(A) NMAC provides:

An agency may authorize leave with pay for up to five consecutive workdays when it is in the best interest of the agency to do so. Administrative leave in excess of five consecutive workdays must have the prior written approval of



the director except for administrative leave granted in accordance with the provisions of Paragraph (2) of Subsection B of 1.7.8.19 NMAC or Paragraph (2) of Subsection D of 1.7.8.19 NMAC or 1.7.11.12 NMAC.

III. Definitions

"Adversely affected" means the wildfires or flooding have caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work. Severe hardships include, without limitation, evacuation orders or other displacement from home, evacuation orders or other displacement from the normal in-person worksite, or disruption to normal transportation services or traffic routes to the worksite.

"Volunteer firefighter" means an employee who is a member of a New Mexico volunteer fire department and is reporting to a call or being deployed for volunteer firefighter duty to help combat the fires throughout the state in the calendar year 2025.

IV. Guidelines

A. Employees shall submit requests for Emergency Extended Administrative Leave to agency Human Resources in writing, together with a written explanation of how they have been adversely affected or documentation verifying their volunteer firefighter status and duty, as applicable. Agency Human Resources will verify that the employee is a resident of the impacted area.

B. Upon determination that an employee has been adversely affected or is providing volunteer firefighter services, a grant of Emergency Extended Administrative Leave shall be issued to the employee in writing, signed by the Cabinet Secretary or Agency Head or designee.

C. Employees granted and utilizing Emergency Extended Administrative Leave shall enter time as "99 ADMLV" and insert "Emergency Extended Administrative Leave – Summer 2025 Wildfires or Flooding" into the SHARE timesheet comments.

D. Under no circumstances shall leave taken as a result of those adversely affected by the fires or flooding in calendar year 2025 be entered into SHARE as inclement weather or office closure.