

Michelle Lujan Grisham

Governor

Dylan K. Lange

Director



State Personnel Board

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Address: 2600 Cerrillos Road, Santa Fe, NM 87505-3258

Phone: (505) 476-7759 | Fax: (505) 476-7949 | Web: <https://www.spo.state.nm.us/>

General Memorandum 2024-009

Date: October 24, 2024
To: Cabinet Secretaries, Agency Heads and HR Managers
From: Dylan K. Lange, Director 
Subject: Emergency Extended Administrative Leave for State Employees Adversely Affected by Flooding

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 adversely affected by the severe flooding in Chaves County, including the City of Roswell, as a result of flooding due to an excessive amount of rainfall in a short period of time. ("Emergency Extended Administrative Leave"). The goal is to provide assistance and minimize stress and financial harm to state employees until the situation becomes stabilized.

II. Background

On October 21, 2024, Governor Michelle Lujan Grisham issued Executive Order 2024-155 and Executive Order 2024-156 declaring a state of emergency to exist in Chaves County, including the City of Roswell, that began on Saturday, October 19, 2024.

State Personnel Board Rule 1.7.7.14 NMAC provides:

- A. An agency may authorize leave with pay for up to five consecutive workdays when it is in the best interests 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 flooding has caused severe hardship to the state employee or to a family member of the employee that requires the employee to be absent from work. Severe hardship includes, without limitation, evacuation orders or other displacement from home, evacuation orders or other displacement from the normal in-person worksite, or a disruption to normal transportation services or traffic routes to the worksite.

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.
- B. Upon determination that an employee has been adversely affected, a grant of Emergency Extended Administrative Leave shall be issued to the employee in writing, signed by the Cabinet Secretary, 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 -- Flooding**” into the SHARE timesheet comments.
- D. Under no circumstances shall leave be taken as a result of the severe flooding in Chaves County, including the City of Roswell, be entered into SHARE as inclement weather or office closure.