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Dylan K. Lange

Director

Cynthia Sandoval

Deputy Director



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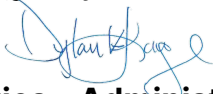
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General Memorandum 2025-009

Date: August 22, 2025
To: Cabinet Secretaries, Agency Heads, and HR Managers
From: Dylan Lange, Director 
Subject: **Fall Seasonal Festivities – Administrative Leave**

Autumn 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 executive branch employees, to be utilized between Friday, August 29, 2025, and Friday, October 10, 2025.

Check out the link for information on the diverse events 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.