



# New Mexico State Personnel Board

## State Personnel Office

Michelle Lujan Grisham  
Governor

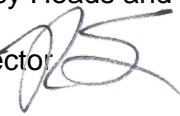
**Ricky A. Serna**  
Acting Director

**L. Teresa Padilla**  
Deputy Director

**State Personnel Board**  
Laura A. Liswood, Chair  
David F. Cunningham, Vice Chair  
Cristin M. Heyns-Bousliman, Member  
Carol A. Parker, Member

### MEMORANDUM

TO: Cabinet Secretaries, Agency Heads and Human Resource Managers

FROM: Ricky A. Serna, Acting Director 

DATE: April 13, 2022

SUBJECT: Seasonal Holidays - Administrative Leave

In recognition of seasonal holidays, Governor Lujan Grisham has authorized four (4) hours of administrative leave for classified and exempt employees, to be utilized Friday, April 15, 2022.

Employees utilizing the season holiday leave shall enter time as administrative leave and insert "Seasonal Holiday Leave" into the SHARE Timesheet Comments. This administrative leave must be taken in a single four-hour block of time. In addition, this leave shall not be considered work time for purposes of overtime compensation.

Cabinet Secretaries and Agency Heads retain discretion to determine whether certain employees cannot utilize this administrative leave to maintain necessary agency services. For employees not permitted to utilize this administrative leave on the designated date, Cabinet Secretaries and Agency Heads are authorized to extend the four (4) hours of administrative leave through Friday, April 29, 2022, as necessary. Otherwise, the leave is forfeited.

Finally, 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.

cc: Teresa Casados, Chief Operating Officer