



New Mexico State Personnel Board

State Personnel Office

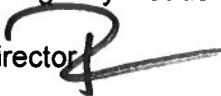
Michelle Lujan Grisham
Governor

Pamela D. Coleman
Director

State Personnel Board
Christine B. Romero, Chair
Jerry Manzagol, Vice Chair
Carmen V. Chavez, Member
Laura A. Liswood, Member

MEMORANDUM

TO: Cabinet Secretaries and Agency Heads

FROM: Pamela D. Coleman, Director 

DATE: December 20, 2019

SUBJECT: **Administrative Leave – Winter Holiday**

In recognition of the winter holiday season and her gratitude to you for your service to the citizens of the State of New Mexico, Governor Michelle Lujan Grisham has authorized four (4) hours of administrative leave for Classified and Exempt employees to be used on Tuesday, December 24, 2019, from 1:00 PM through 5:00 PM. If employees are on pre-approved leave on December 24, 2019, from 1:00 PM through 5:00 PM, they are entitled to the four (4) hours of administrative leave. Employees should adjust their leave request accordingly.

Agencies are authorized to close their offices on Tuesday afternoon, December 24, 2019, allowing employees to take the four (4) hours of administrative leave. If you cannot close your office during this time, or for those employees required to maintain essential services, this administrative leave may be utilized by Friday, February 7, 2020, otherwise the leave will be forfeited.

Cabinet Secretaries and Agency Heads should ensure that the proper public notice is given in advance of any times that agency operations are interrupted and/or offices are closed on the afternoon of December 24, 2019.

Governor Lujan Grisham wishes all state employees a safe and happy holiday season.

Cc: Teresa Casados, Chief Operating Officer
Agency Human Resource Managers