



**NEW MEXICO**  
STATE PERSONNEL OFFICE

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Governor

Dylan K. Lange  
Director

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**GENERAL MEMORANDUM 2024-003**

To: Cabinet Secretaries, Agency Heads and Human Resource Managers  
From: Dylan K. Lange, Director  
Date: March 20, 2024  
Subject: Seasonal Holiday – 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, March 29, 2024.

Employees utilizing the seasonal 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 worktime for the purposes of overtime compensation.

Cabinet Secretaries and Agency Heads retain discretion to determine whether certain employees cannot utilize this administrative leave on March 29, to maintain the operation of critical 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 26, 2024, as necessary. Otherwise, this leave is forfeited.

Finally, Cabinet Secretaries and Agency Heads are asked to ensure critical services remain available to constituents and must provide proper notice to the public, should there be an impact to hours of operation at any State buildings.

Enjoy the additional time with family and friends.

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cc: Daniel Schlegel, Chief of Staff, Office of the Governor  
Vanessa Kennedy, Director | Constituent Services *and* Operations