

Please use the following guidelines during inclement weather season:

The PRC will follow media announcements of delays for State employees/"State" offices; does not need to specify "PRC". This will be true for Santa Fe and/or Socorro when specified. It will also follow media announcements for closure of State offices, if the closure is called before the work-day has begun.

If a State office closure is called after the work day has begun, the Chief of Staff or designee will determine if the PRC should be closed.

Please refer to NMPRC Policy #3 Inclement Weather, which states:

6. Inclement Weather: Prior to the commencement of inclement weather days, PRC employees will follow the directions given within media announcements for delays and/or closures. In the event that inclement weather is a factor during the normal business hours of the PRC, the Chief of Staff or his/her designee may dismiss employees early. This designation may include different directions for PRC employees who live within the Santa Fe city limits and those who live outside of the city limits. The granting of administrative leave is intended for safe travel for employees whose work location is affected by inclement weather. Therefore, employees whose work location is not affected by the inclement weather are to report to, or remain at, their work locations regardless of media or PRC management announcements. Employees who were scheduled to be off or had requested leave on inclement weather days are not entitled to the administrative leave and must utilize the type of leave previously requested. Employees, who decide to report to work, or remain at work when delays, closures or early dismissals are announced, do so at their own risk. Employees who want to depart prior to the PRC's designation of administrative leave must obtain their supervisor's approval and will be required to take annual leave or Leave Without Pay. Employees who choose to come in late when there is no designation of administrative leave will also be required to notify their supervisor and obtain approved annual leave or Leave Without Pay.

For more information or questions, please contact Rene Kepler at 827-4324, Shellie Sanchez at 827-6999 or Hughanne Maxwell-Loux at 827-4643.