



From the Office of the President

November 29, 2016

To All regular staff:

In preparation for the holiday break in December and, as in prior years, New Mexico Tech will be closed from December 23, 2016, until January 3, 2017. Previously, regular, full and part-time staff was required to utilize accrued annual leave for some (usually three days) days of the Christmas break. For the first time, we are happy to announce that you will not be required to use any of your accrued annual leave during this break. The entire break of holiday leave is a gift to our regular staff.

Please note that exempt staff will not be required to do anything in the software (Banweb) system but, hourly staff will be required to enter all days during this time period in the "Holiday" portion of Banweb time entry. This leave does not apply to Temporary or Emergency status employees.

We hope you have a wonderful and restful break. Happy Holidays

Dr. Stephen G. Wells, President