



**VALENCIA COUNTY  
BOARD OF COUNTY COMMISSIONERS  
RESOLUTION NO. 2024-07**

**ESTABLISHING EMPLOYEE WORK HOURS & PAID HOLIDAYS FOR 2024**

**WHEREAS**, the Valencia County Commission met upon notice of a Special Business Meeting duly published on January 3, 2024 at 5:00 P.M. in the Valencia County Administration Building, 444 Luna Avenue, Los Lunas, New Mexico 87031; and,

**WHEREAS**, New Mexico Constitution Article XX Section 19 provides that "[8] eight hours shall constitute a day's work in all cases of employment by and on behalf of the state or any county or municipality thereof;" and,

**WHEREAS**, the Board declares that a paid holiday is up to eight (8) hours paid compensation for time off in recognition of each designated holiday;" and,

**WHEREAS**, Section 10.1 of the Valencia County Personnel Policy provides that "[t]he Board shall approve holidays at their discretion during the last meeting of December or the first meeting in January of each year, for the calendar year;" and,

**WHEREAS**, The Board of County Commissioners will establish regular employee working hours and paid holidays as follows:

**WORKING HOURS:**

Monday through Friday - 8:00 A.M. - 5:00 P.M. - five (5) days a week, with two (15) minute breaks every (4) hours, and one (1) hour for lunch break (Days and times for offices that require staggered shifts, part-time, emergency or personnel employed through grants, including the County Road Department, Sheriff's Department, Detention, Animal Control & Fire/Emergency Services may vary according to need and as approved by the Elected Official/ Department Head and the County Manager).

## HOLIDAYS:

The Commission designated the following County Holidays and amendments are to be made only by the Board of County Commissioners.

### HOLIDAY

New Year's Day  
Martin Luther King Jr.'s Birthday  
Presidents Day  
Spring Holiday  
Memorial Day  
Independence Day  
Labor Day  
Indigenous People's Day  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve (half-day)  
Christmas Day  
Day after Christmas  
New Year's Day


### DAY / DATE OBSERVED

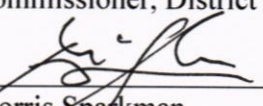
Monday, January 1, 2024  
Monday, January 15, 2024  
Monday, February 19, 2024  
Friday, March 29, 2024  
Monday, May 27, 2024  
Thursday, July 4, 2024  
Monday, September 2, 2024  
Monday, October 14, 2024  
Friday, November 11, 2024  
Thursday, November 28, 2024  
Friday, November 29, 2024  
Tuesday, December 24, 2024  
Wednesday, December 25, 2024  
Thursday, December 26, 2024  
Wednesday, January 1, 2025


**NOW, THEREFORE, BE IT RESOLVED**, that the Valencia County Commissioners approve the above working hours and paid holidays.

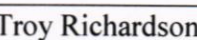
**APPROVED, ADOPTED, AND PASSED** on this 3<sup>rd</sup> day of January, 2024.


### BOARD OF COUNTY COMMISSIONERS

  
Gerard Saiz  
Commissioner, District I


  
Morris Sparkman  
Commissioner, District III

  
Jhonathan Aragon  
Commissioner, District V

  
Troy Richardson  
Commissioner, District-II

  
Joseph Bizzell  
Commissioner, District IV

Attest:

  
Mike Milam, County Clerk





# 2024

Notes

January						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11

BOCC Business Meeting

BOCC Public Hearing/Business Meeting

Pay Period Ends

Pay Day

Holiday