



**VALENCIA COUNTY
BOARD OF COUNTY COMMISSIONERS
RESOLUTION NO. 2025- 69**

ESTABLISHING EMPLOYEE WORK HOURS & PAID HOLIDAYS FOR 2025

WHEREAS, the Valencia County Commission met upon notice of a Special Business Meeting duly published on January 8, 2025 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).

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	

April						
Su	M	Tu	W	Th	F	Sa
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27	28	29	30			

July						
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27	28	29	30	31		

October						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
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						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	

May						
Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
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					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

March						
Su	M	Tu	W	Th	F	Sa
						1
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23	24	25	26	27	28	29
30	31					

June						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September						
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21	22	23	24	25	26	27
28	29	30				

December						
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21	22	23	24	25	26	27
28	29	30	31			

January 2026						
Su	M	Tu	W	Th	F	Sa
4	5	6	7	8	9	10

BOCC Business Meeting

BOCC Public Hearing/Business Meeting

Pay Period Ends

Pay Day

Holiday

HOLIDAYS:

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

HOLIDAY	DAY / DATE OBSERVED
New Year's Day	Wednesday, January 1, 2025
Martin Luther King Jr.'s Birthday	Monday, January 20, 2025
Presidents Day	Monday, February 17, 2025
Spring Holiday	Friday, April 18, 2025
Memorial Day	Monday, May 26, 2025
Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
Indigenous People's Day	Monday, October 13, 2025
Veteran's Day	Tuesday, November 11, 2025
Thanksgiving Day	Thursday, November 27, 2025
Day after Thanksgiving	Friday, November 28, 2025
Christmas Eve (half-day)	Wednesday, December 24, 2025
Christmas Day	Thursday, December 25, 2025
Day after Christmas	Friday, December 26, 2025
New Year's Eve (half-day)	Wednesday, December 31, 2025
New Year's Day	Thursday, January 1, 2026

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

APPROVED, ADOPTED, AND PASSED on this 8th day of January, 2025.

BOARD OF COUNTY COMMISSIONERS


Gerard Saiz

Commissioner, District I


Troy Richardson

Commissioner, District II


Morris Sparkman

Commissioner, District III


Joseph Bizzell

Commissioner, District IV


Dante Berry

Commissioner, District V

Attest:



Mike Milam, County Clerk