



# New Mexico Military Institute

## Office of the Chief Financial Officer

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### Memorandum

Date: 06 April 2022  
From: LTC Deana Curnutt, Chief Financial Officer  
Memo To: Faculty and Staff  
Subject: Administrative Holidays for 2022/23

DMC

1. During the absence of cadets, NMMI will be staffed on limited business hours, 07:30 hrs - 15:30 hrs. During regular business hours, NMMI will be staffed on regular business hours, 07:30 hrs - 16:30 hrs.
2. Uniformed personnel are expected to be in duty uniform during regular office hours. All personnel are expected to be in professional apparel at all times. **Please remember, we have guests on campus all year long, therefore we must dress accordingly and remain in compliance with NMMI's Dress Code and Personal Appearance 5.02. !**
3. Below listed, please find NMMI's yearly schedule for School Year 2022/23 which is subject to change at the discretion of the President/Superintendent.

03 Aug 22 start of	Regular Business Hours
05 Sep 22	Labor Day / Offices Closed
03 Oct 22	Fair Parade / Offices Closed
11 Nov 22	Veterans Day / Offices Closed
24 Nov 22 through 25 Nov 22	Thanksgiving Break / Offices Closed
28 Nov 22 through 16 Dec 22	Limited Business Hours
19 Dec 22 through 02 Jan 23	Christmas/New Year's Break / Offices Closed
03 Jan 23 through 04 Jan 23	Limited Business Hours
05 Jan 23 start of	Regular Business Hours
16 Jan 23	Martin Luther King Day / Offices Closed
20 Feb 23	Presidents Day / Offices Closed
20 Mar 23 through 24 Mar 23	Spring Break / Offices Closed
07 Apr 23 through 10 Apr 23	Easter Break / Offices Closed
TBD	Limited Business Hours (JPA former AFI)
15 May 23 to Fall Matriculation	Limited Business Hours
29 May 23	Memorial Day / Offices Closed
04 Jul 23	4 <sup>th</sup> of July Holiday / Offices Closed