




New Mexico Military Institute

Office of the Chief Financial Officer

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Memorandum

Date: 17 June 2020
From: COL Judy Scharmer, Chief Financial Officer 
Memo To: Faculty and Staff
Subject: Administrative Holidays for 2020/21 **CORRECTED, due to Covid-19 necessary adjustments**

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 2020/21 which is subject to change at the discretion of the President/Superintendent.

30 Jul 20 start of	Regular Business Hours
07 Sep 20	Labor Day / Limited Business Hours
05 Oct 20	Fair Parade / Offices Closed
11 Nov 20	Veterans Day / Limited Business Hours
25 Nov 20	Offices Closed at noon
26 Nov 20 through 27 Nov 20	Thanksgiving Break/Offices Closed
30 Nov 20 through 11 Dec 20	Limited Business Hours
14 Dec 20 through 1 Jan 21	Christmas/New Year's Break / Offices Closed
04 Jan 21 start of	Regular Business Hours
18 Jan 21	Martin Luther King Day/Offices Closed
15 Feb 21	Presidents Day / Offices Closed
22 Mar 21 through 26 Mar 21	Spring Break/Offices Closed
TBD	Limited Business Hours (JPA former AFI)
29 Mar 21 through 14 May 21	Regular Business Hours
2 Apr 21 and 5 Apr 21	Easter Break/Offices Closed
17 May 21 to Fall Matriculation	Limited Business Hours
31 May 21	Memorial Day (Observed) / Offices Closed
05 Jul 21	4 th of July Holiday Observed / Offices Closed