




New Mexico Military Institute

Office of the Chief Financial Officer

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Memorandum

Date: 16 April 2019
From: COL Judy Scharmer, Chief Financial Officer 
Memo To: Faculty and Staff
Subject: **Administrative Holidays for 2019/20 REVISED**

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 2017/18 which is subject to change at the discretion of the President/Superintendent.

01 Aug 19 start of	Regular Business Hours
02 Sep 19	Labor Day / Offices Closed
30 Sep 19	Fair Parade / Offices Closed
11 Nov 19	Veterans Day / Offices Closed
25 Nov 19 through 29 Nov 19	Thanksgiving Break/Offices Closed
02 Dec 19 through 18 Dec 19	Regular Business Hours
19 Dec 19 through 20 Dec 19	Limited Business Hours
23 Dec 19 through 01 Jan 20	Christmas/New Year's Break / Offices Closed
02 Jan 20 start of 3 Jan 20	Limited Business Hours
06 Jan 20 start of	Regular Business Hours
20 Jan 20	Martin Luther King Day / Offices Closed
17 Feb 20	Presidents Day/Offices Closed
16 Mar 20 through 20 Mar 20	Spring Break / Offices Closed
23 Mar 20 through 9 Apr 20	Regular Business hours
10 Apr 20 and 13 Apr 20	Easter Break/Offices Closed
TBD	Limited Business Hours (JPA former AFI)
14 Apr 20 through 13 May 20	Regular Business Hours
14 May 19 to Fall Matriculation	Limited Business Hours
25 May 20	Memorial Day (Observed) / Offices Closed
03 Jul 20 through 06 Jul 20	4 th of July Holiday Break / Offices Closed