



New Mexico Military Institute

Office of the Vice President of Finance

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Memorandum

Date: 3 May 2010
From: LTC Judy Scharmer, Vice President of Finance and Business Processes
Memo To: Faculty and Staff
Subject: Administrative Holidays for 2010/11

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. For specifics, in regards to civilian attire, please check the NMMI O&P manual at section 3120.
3. Below listed, please find NMMI's yearly schedule for School Year 2010/11.

27 Jul 10 – 19 Nov 10	Regular Business Hours
06 Sep 10	Labor Day / Offices Closed
04 October 10	Fair Parade / Offices Closed
11 Nov 10	Veterans Day / Offices Closed
22 and 23 Nov 10	Limited Business Hours
24 Nov – 26 Nov 10	Thanksgiving Break / Offices Closed
29 Nov 10 – 17 Dec 10	Regular Business Hours
22 Dec 10 – 27 Dec 10	Christmas Break / Offices Closed
20 Dec 10 – 10 Jan 11	Limited Business Hours
30 Dec 10 – 31 Dec 10	New Years Day / Offices Closed
11 Jan 11 – 11 Mar 11	Regular Business Hours
17 Jan 11	Martin Luther King Day / Offices Closed
21 Feb 11	Presidents Day / Offices Closed
14 Mar 11 – 18 Mar 11	Limited Business Hours
21 Mar 11 – 13 May 11	Regular Business Hours
22 April 11	Good Friday / Offices Closed
16 May 11 – Fall Matriculation	Limited Business Hours
30 May 11	Memorial Day (Observed) / Offices Closed
04 Jul 11	4 th of July Holiday / Offices Closed