

**Texas Military Department**  
**Leave & Holiday Information**

**TEXAS MILITARY DEPARTMENT**  
**Application/Request for Approval of Leave**

Location \_\_\_\_\_

Section \_\_\_\_\_

See Reverse Side For Instructions

Name of Employee (Print) \_\_\_\_\_ requests

\_\_\_\_\_ hours leave, to begin at \_\_\_\_\_ ☐ AM  
\_\_\_\_\_ ☐ PM on \_\_\_\_\_ 201\_,  
and to end at \_\_\_\_\_ ☐ AM  
\_\_\_\_\_ ☐ PM on \_\_\_\_\_ 201\_,

to be charged against:

- |                                                        |                                                         |
|--------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Annual Leave                  | <input type="checkbox"/> Military Leave (attach orders) |
| <input type="checkbox"/> Sick Leave (see box below)    | <input type="checkbox"/> Leave without Pay              |
| <input type="checkbox"/> State Compensatory Leave      | <input type="checkbox"/> Jury Duty Leave (attach)       |
| <input type="checkbox"/> FLSA (Overtime) Leave         | <input type="checkbox"/> FMLA                           |
| <input type="checkbox"/> Holiday Compensatory Leave    | <input type="checkbox"/> Parental Leave                 |
| <input type="checkbox"/> Outstanding Performance Leave | <input type="checkbox"/> Other (Specify) _____          |

Reason or Explanation (Include all pertinent facts, as applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ☐ *Attending Physician's Statement Attached*
- ☐ *Attending Physician's Statement NOT Attached. (See Below)*

*I hereby certify that my absence from \_\_\_\_\_ to \_\_\_\_\_ was due entirely to a sickness or injury that is authorized on the back of this form. I did not consult a physician, but during this period I was unable to perform my work or be present for duty.*

*Signature* \_\_\_\_\_

I hereby certify that all of the foregoing statements are true and correct and that I have sufficient leave for the time I am requesting:

\_\_\_\_\_  
Employee's Signature Date

Approval Recommended By:

\_\_\_\_\_  
Supervisor's Signature Date

☐

APPROVED

☐

DISAPPROVED

## INSTRUCTIONS FOR COMPLETING LEAVE REQUESTS

LEAVE REQUEST FORM (or email notification providing the same information as required on the Leave Request form) must be completed and approved by the supervisor in advance of taking any leave (except sick and emergency). All approved Leave Request Forms should be retained by the employee and returned to the supervisor for re-verification of time and attendance reports with the monthly time sheets. The supervisor will forward the original timesheet to NGTX-RMH and maintain the Leave Request Forms and supporting documentation for one year after an employee's separation. Military orders should be sent immediately to the State Human Resources Office (NGTX-RMH).

NOTIFICATION OF SUPERVISOR shall be accomplished within 30 minutes of the time the employee is scheduled to begin his/her workday (even a holiday that has been deemed a workday) or at the earliest practicable time when an employee is to be absent because of illness or unavoidable delay. Subsequent notification should follow, if the employee is delayed beyond the originally agreed upon arrival time.

PHYSICIAN'S STATEMENT - To be eligible for accumulated sick leave with pay during a continuous period of more than three (3) working days, an employee absent due to illness shall submit a doctor's certificate showing the cause or nature of the illness or some other written statement of the facts concerning the illness which is acceptable to the **State Human Resources Director**. It is within the discretion of the **State Human Resources Director**, to require documentation concerning illnesses resulting in absences of three (3) working days or less when sick leave abuse is suspected.

MALINGERING and other sick leave abuses shall constitute grounds for dismissal.

SICK LEAVE with pay may be taken when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty or when the employee is needed to care and assist a member of his immediate family who is actually ill. For purposes relating to regular sick leave, immediate family is defined as those individuals who reside in the same household and are related by kinship, adoption or marriage, as well as foster children certified by the Texas Department of Protective and Regulatory Services. Minor children of the employee, whether or not living in the same household, will be considered immediate family for purposes of regular sick leave. An employee's use of sick leave for family members not residing in that employee's household is strictly limited to the time necessary to provide care and assistance to a spouse, child or parent of the employee who needs such care and assistance as a direct result of a documented medical condition. An employee who is the legal guardian of a child by court appointment may use sick leave to care for the child. Sick leave may be used for the adoption of a child under the age of three. An employee may use up to eight hours of sick leave each fiscal year to attend parent-teacher conference sessions for the employee's children who are in pre-kindergarten through 12th grade.

SIGNATURES must be those indicated on the form. Signature stamps cannot be used.

Texas Military Department  
**LEAVE ACCURAL RATES**

**SICK LEAVE:** 8 hours per month, no maximum

**MILITARY LEAVE:** 15 work days (120 HRS): Earned each October 1st - carry over not to exceed 45 days

**VACATION LEAVE:** \*\*(also referred to as Annual Leave) is determined by total state service.

**Less than 2 years:** 8 hrs accrued/mo (max carry over - 180 hrs)

**At least 2 but less than 5 years:** 9 hrs accrued/mo (max carry over - 244 hrs)

**At least 5 but less than 10 years:** 10 hrs accrued/mo (max carry over - 268 hrs)

**At least 10 but less than 15 years:** 11 hrs accrued/mo (max carry over - 292 hrs)

**At least 15 but less than 20 years:** 13 hrs accrued/mo (max carry over - 340 hrs)

**At least 20 but less than 25 years:** 15 hrs accrued/mo (max carry over - 388 hrs)

**At least 25 but less than 30 years:** 17 hrs accrued/mo (max carry over - 436 hrs)

**At least 30 but less than 35 years:** 19 hrs accrued/mo (max carry over - 484 hrs)

**At least 35 or more years:** 21 hrs accrued/mo (max carry over - 532 hrs)

\*\*Vacation leave may not be taken until the employee has been employed with the state for six (6) continuous months.

Revised 1 October 2017

## State Holiday Schedule for Fiscal Year 2022

Holiday	Agency Status	Date	Day of Week
Labor Day	All agencies closed.	9-06-21	Monday
<i>Rosh Hashanah</i>	<i>Optional Holiday</i>	9-07-21	Tuesday
<i>Rosh Hashanah</i>	<i>Optional Holiday</i>	9-08-21	Wednesday
<i>Yom Kippur</i>	<i>Optional Holiday</i>	9-16-21	Thursday
Veterans Day	All agencies closed.	11-11-21	Thursday
Thanksgiving Day	All agencies closed.	11-25-21	Thursday
Day after Thanksgiving	All agencies closed.	11-26-21	Friday
Christmas Eve Day	All agencies closed.	12-24-21	Friday
Christmas Day		12-25-21	Saturday
Day after Christmas		12-26-21	Sunday
New Year's Day		1-01-22	Saturday
Martin Luther King, Jr. Day	All agencies closed.	1-17-22	Monday
Confederate Heroes Day	Skeleton crew required.	1-19-22	Wednesday
Presidents' Day	All agencies closed.	2-21-22	Monday
Texas Independence Day	Skeleton crew required.	3-02-22	Wednesday
<i>Cesar Chavez Day</i>	<i>Optional Holiday</i>	3-31-22	Thursday
<i>Good Friday</i>	<i>Optional Holiday</i>	4-15-22	Friday
San Jacinto Day	Skeleton crew required.	4-21-22	Thursday
Memorial Day	All agencies closed.	5-30-22	Monday
Emancipation Day		6-19-22	Sunday
Independence Day	All agencies closed.	7-04-22	Monday
LBJ Day		8-27-22	Saturday

## State Holiday Schedule for Fiscal Year 2023

Holiday	Agency Status	Date	Day of Week
Labor Day	All agencies closed.	9-05-22	Monday
<i>Rosh Hashanah</i>	<i>Optional Holiday</i>	9-26-22	<i>Monday</i>
<i>Rosh Hashanah</i>	<i>Optional Holiday</i>	9-27-22	<i>Tuesday</i>
<i>Yom Kippur</i>	<i>Optional Holiday</i>	10-05-22	<i>Wednesday</i>
Veterans Day	All agencies closed.	11-11-22	Friday
Thanksgiving Day	All agencies closed.	11-24-22	Thursday
Day after Thanksgiving	All agencies closed.	11-25-22	Friday
Christmas Eve Day		12-24-22	Saturday
Christmas Day		12-25-22	Sunday
Day after Christmas	All agencies closed.	12-26-22	Monday
New Year's Day		1-01-23	Sunday
Martin Luther King, Jr. Day	All agencies closed.	1-16-23	Monday
Confederate Heroes Day	Skeleton crew required.	1-19-23	Thursday
Presidents' Day	All agencies closed.	2-20-23	Monday
Texas Independence Day	Skeleton crew required.	3-02-23	Thursday
<i>Cesar Chavez Day</i>	<i>Optional Holiday</i>	3-31-23	<i>Friday</i>
<i>Good Friday</i>	<i>Optional Holiday</i>	4-07-23	<i>Friday</i>
San Jacinto Day	Skeleton crew required.	4-21-23	Friday
Memorial Day	All agencies closed.	5-29-23	Monday
Emancipation Day	Skeleton crew required.	6-19-23	Monday
Independence Day	All agencies closed.	7-04-23	Tuesday
LBJ Day		8-27-23	Sunday



# Classification Salary Schedules • Fiscal 2022-23

## Salary Schedule A

Pay Group		Min. Sal.	Max. Sal.
A4	Annual	18,893.00	27,525.00
	Monthly	1,574.41	2,293.75
	Hourly	9.08317	13.23317
A5	Annual	19,777.00	28,840.00
	Monthly	1,648.08	2,403.33
	Hourly	9.50817	13.86538
A6	Annual	20,706.00	30,221.00
	Monthly	1,725.50	2,518.41
	Hourly	9.95481	14.52933
A7	Annual	21,681.00	31,677.00
	Monthly	1,806.75	2,639.75
	Hourly	10.42356	15.22933
A8	Annual	22,705.00	33,229.00
	Monthly	1,892.08	2,769.08
	Hourly	10.91587	15.97548
A9	Annual	23,781.00	34,859.00
	Monthly	1,981.75	2,904.91
	Hourly	11.43317	16.75913

Pay Group		Min. Sal.	Max. Sal.
A10	Annual	24,910.00	36,571.00
	Monthly	2,075.83	3,047.58
	Hourly	11.97596	17.58221
A11	Annual	26,332.00	41,355.00
	Monthly	2,194.33	3,446.25
	Hourly	12.65962	19.88221
A12	Annual	27,840.00	43,798.00
	Monthly	2,320.00	3,649.83
	Hourly	13.38462	21.05673
A13	Annual	29,439.00	46,388.00
	Monthly	2,453.25	3,865.66
	Hourly	14.15337	22.30192
A14	Annual	31,144.00	49,134.00
	Monthly	2,595.33	4,094.50
	Hourly	14.97308	23.62212
A15	Annual	32,976.00	52,045.00
	Monthly	2,748.00	4,337.08
	Hourly	15.85385	25.02163

Pay Group		Min. Sal.	Max. Sal.
A16	Annual	34,918.00	55,130.00
	Monthly	2,909.83	4,594.16
	Hourly	16.78750	26.50481
A17	Annual	36,976.00	58,399.00
	Monthly	3,081.33	4,866.58
	Hourly	17.77692	28.07644
A18	Annual	39,521.00	64,449.00
	Monthly	3,293.41	5,370.75
	Hourly	19.00048	30.98510
A19	Annual	42,244.00	68,960.00
	Monthly	3,520.33	5,746.66
	Hourly	20.30962	33.15385
A20	Annual	45,158.00	73,788.00
	Monthly	3,763.16	6,149.00
	Hourly	21.71058	35.47500
A21	Annual	48,278.00	78,953.00
	Monthly	4,023.16	6,579.41
	Hourly	23.21058	37.95817

## Salary Schedule B

Pay Group		Min. Sal.	Max. Sal.
B10	Annual	24,910.00	36,571.00
	Monthly	2,075.83	3,047.58
	Hourly	11.97596	17.58221
B11	Annual	26,332.00	41,355.00
	Monthly	2,194.33	3,446.25
	Hourly	12.65962	19.88221
B12	Annual	27,840.00	43,798.00
	Monthly	2,320.00	3,649.83
	Hourly	13.38462	21.05673
B13	Annual	29,439.00	46,388.00
	Monthly	2,453.25	3,865.66
	Hourly	14.15337	22.30192
B14	Annual	31,144.00	49,134.00
	Monthly	2,595.33	4,094.50
	Hourly	14.97308	23.62212
B15	Annual	32,976.00	52,045.00
	Monthly	2,748.00	4,337.08
	Hourly	15.85385	25.02163
B16	Annual	34,918.00	55,130.00
	Monthly	2,909.83	4,594.16
	Hourly	16.78750	26.50481
B17	Annual	36,976.00	58,399.00
	Monthly	3,081.33	4,866.58
	Hourly	17.77692	28.07644
B18	Annual	39,521.00	64,449.00
	Monthly	3,293.41	5,370.75
	Hourly	19.00048	30.98510

Pay Group		Min. Sal.	Max. Sal.
B19	Annual	42,244.00	68,960.00
	Monthly	3,520.33	5,746.66
	Hourly	20.30962	33.15385
B20	Annual	45,158.00	73,788.00
	Monthly	3,763.16	6,149.00
	Hourly	21.71058	35.47500
B21	Annual	48,278.00	78,953.00
	Monthly	4,023.16	6,579.41
	Hourly	23.21058	37.95817
B22	Annual	51,614.00	84,479.00
	Monthly	4,301.16	7,039.91
	Hourly	24.81442	40.61490
B23	Annual	55,184.00	90,393.00
	Monthly	4,598.66	7,532.75
	Hourly	26.53077	43.45817
B24	Annual	59,004.00	96,720.00
	Monthly	4,917.00	8,060.00
	Hourly	28.36731	46.50000
B25	Annual	63,104.00	103,491.00
	Monthly	5,258.66	8,624.25
	Hourly	30.33846	49.75529
B26	Annual	69,415.00	117,397.00
	Monthly	5,784.58	9,783.08
	Hourly	33.37260	56.44087
B27	Annual	76,356.00	129,137.00
	Monthly	6,363.00	10,761.41
	Hourly	36.70962	62.08510

Pay Group		Min. Sal.	Max. Sal.
B28	Annual	83,991.00	142,052.00
	Monthly	6,999.25	11,837.66
	Hourly	40.38029	68.29423
B29	Annual	92,390.00	156,256.00
	Monthly	7,699.16	13,021.33
	Hourly	44.41827	75.12308
B30	Annual	101,630.00	171,881.00
	Monthly	8,469.16	14,323.41
	Hourly	48.86058	82.63510
B31	Annual	111,793.00	189,069.00
	Monthly	9,316.08	15,755.75
	Hourly	53.74663	90.89856
B32	Annual	122,972.00	207,977.00
	Monthly	10,247.66	17,331.41
	Hourly	59.12115	99.98894
B33	Annual	135,269.00	228,775.00
	Monthly	11,272.41	19,064.58
	Hourly	65.03317	109.98798
B34	Annual	148,796.00	251,652.00
	Monthly	12,399.66	20,971.00
	Hourly	71.53654	120.98654
B35	Annual	163,676.00	276,817.00
	Monthly	13,639.66	23,068.08
	Hourly	78.69038	133.08510
B36	Annual	180,044.00	304,499.00
	Monthly	15,003.66	25,374.91
	Hourly	86.55962	146.39375

## Salary Schedule C

Pay Group		Years of Service					
		< 4	≥ 4	≥ 8	≥ 12	≥ 16	≥ 20
C1	Annual	45,255.00					
	Monthly	3,771.25					
	Hourly	21.75721					
C2	Annual	49,441.00					
	Monthly	4,120.08					
	Hourly	23.76971					
C3	Annual	59,715.00	72,811.00	77,995.00	81,441.00	85,204.00	88,966.00
	Monthly	4,976.25	6,067.58	6,499.58	6,786.75	7,100.33	7,413.83
	Hourly	28.70913	35.00529	37.49760	39.15433	40.96346	42.77212
C4	Annual		81,615.00	87,147.00	90,718.00	94,725.00	97,087.00
	Monthly		6,801.25	7,262.25	7,559.83	7,893.75	8,090.58
	Hourly		39.23798	41.89760	43.61442	45.54087	46.67644
C5	Annual		92,672.00	98,647.00	102,438.00	106,793.00	109,474.00
	Monthly		7,722.66	8,220.58	8,536.50	8,899.41	9,122.83
	Hourly		44.55385	47.42644	49.24904	51.34279	52.63173
C6	Annual		115,449.00	119,374.00	121,785.00	124,207.00	125,697.00
	Monthly		9,620.75	9,947.83	10,148.75	10,350.58	10,474.75
	Hourly		55.50433	57.39135	58.55048	59.71490	60.43125
C7	Annual		120,031.00	120,998.00	123,237.00	125,630.00	128,023.00
	Monthly		10,002.58	10,083.16	10,269.75	10,469.16	10,668.58
	Hourly		57.70721	58.17212	59.24856	60.39904	61.54952
C8	Annual		135,817.00	135,906.00	135,960.00	135,960.00	135,960.00
	Monthly		11,318.08	11,325.50	11,330.00	11,330.00	11,330.00
	Hourly		65.29663	65.33942	65.36538	65.36538	65.36538