Texas Military Department

DIRECTIVE

NUMBER 1100.05
1 November 2018
NGTX-JHR

SUBJECT: Additional Texas Military Department (TMD) Employee Holiday Guidance for CY 17-18

References. (a) Chapter 662, Texas Government Code
(b) Chapter 661.902, Texas Government Code
(c) Texas Military Department Employee Holiday Guidance CY 17-18, dated 01 November 2017

1. PURPOSE. This directive updates additional guidance to TMDI 1100.03, Texas Military Department Employee Holiday Guidance CY 17-18.

2. APPLICABILITY AND SCOPE. This issuance applies to all TMD state employees.

3. DEFINITIONS. N/A

4. POLICY. An agency holiday is designated, by the Adjutant General, for 12 November 2018 for all state employees in observance of Veteran’s Day.

   a. Full-time state employees scheduled to work on Monday, 12 November 2018 will be granted eight (8) hours of agency holiday leave. Part-time employees are granted a proportionate amount of administrative leave (e.g., four (4) hours if they work half-time).

   b. This leave may only be used on Monday, November 12, 2018. No compensatory time may be accrued for this agency holiday except as provided in paragraph d.

   c. State employees who work schedules with more than eight (8) hour days must account for the difference with personal leave.

   d. State employees who are scheduled and required to work on Monday, 12 November 2018 (e.g., security personnel, Texas ChalleNGe Academy personnel, etc.)
to provide essential personnel coverage, will earn up to eight (8) hours of compensatory time. State Human Resources will provide specific coding instructions for entry in CAPPS.

5. **RESPONSIBILITIES.** Supervisors are responsible for ensuring that all state employees are notified of this information immediately upon receipt.

6. **INFORMATION REQUIREMENTS.** Supports state requirements.

7. **RELEASABILITY.** Unlimited.

8. **EFFECTIVE DATE.** This directive will expire on 16 November 2018.

9. **POINT OF CONTACT.** State Human Resource Office at 512-782-5133, or Roy Rayos, Time and Leave Specialist, at roy.rayos@military.texas.gov or 512-782-5571.

![Signature]

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