Texas Military Department

INSTRUCTION

NUMBER 1104.05

Date: NOV 06 2019

NGTX-JHR

SUBJECT: Texas Military Department (TMD) Employee Holiday Guidance, November 2019 through December 2021

References: See enclosure 1.

1. PURPOSE. The Adjutant General (TAG) provides instruction on federal and state holidays.

2. APPLICABILITY AND SCOPE. This issuance is applicable to all TMD full-time federal and state employees.

3. DEFINITIONS. N/A

4. POLICY.

a. General. All TMD employees must be in the appropriate duty or leave status based on the regulatory guidelines applicable to their federal or state position. In the event of an emergency, key personnel will be available for recall by the Joint Operations Center (JOC). Components will maintain minimal staffing required to provide the necessary support when directed by TAG or designated representative. See enclosure 2.

b. Federal Employees. All federal employees will be placed on a compressed work schedule, 4/10's Monday -Thursday for the week of Thanksgiving (25-29 November 2019) except for those select positions with an operational requirement designated by a component. This schedule change will maximize productivity and will enable cost savings on utilities. Christmas compressed work schedule is as follows:

(1) 23-27 December 2019, 4/10 Tuesday-Friday, TAG's Resiliency Day will be Friday.

(2) 30 December 2019 – 3 January 2020, 4/10 Monday-Thursday, TAG's Resiliency Day will be Monday.

c. Liberal Leave. Directors and supervisors will have the flexibility to allow most, if not all, personnel to use their personal leave and to curtail normal operations accordingly. Directors and supervisors will maintain the minimal staffing levels when liberal leave is authorized. Liberal leave is authorized the day before and the day after the following federal holidays:

(1) Thanksgiving
(2) Christmas
(3) New Year's Day
(4) Independence Day

d. Federal employees that are required to work on scheduled holidays due to organizational needs must submit a memorandum to request holiday pay. The request will be sent to J1, Director of Manpower and Personnel for approval.

e. State Employees. State employees will observe state-recognized federal holidays in accordance with (IAW) Texas Government Code (TGC), Chapter 662 and the State Holiday Schedule published for each state fiscal year. Provisions of this instruction are subordinate to the provisions of the statute, and State Employee Policies and Procedures Handbook, Number 1400.01.

(1) December 27th and December 30th, 2019, are designated as agency holidays. Full-time state employees will be granted up to eight (8) hours of agency holiday leave. Part-time employees are granted a proportionate amount of agency holiday leave (e.g., four (4) hours if they work half-time). State employees who are scheduled to work more than eight (8) hour days must account for the difference by working or using personal leave. Additional guidance related to Agency Holiday leave will be provided by the State Human Resource Office.

(2) Optional State Holiday. Optional state holidays are: Rosh Hashanah, Yom Kippur, Good Friday, and Cesar Chavez Day. State employees are entitled to observe each optional holiday if the employee qualifies for the paid day off and agrees to give up, during the same fiscal year, an equivalent number of skeleton crew state holidays (i.e., state holidays when state agencies are required to remain open with enough staff on hand to conduct the public business of the agency). However, a state employee may not agree to give up the Friday after Thanksgiving day, December 24th, December 26th, or a recognized federal holiday as a substitute for an optional state holiday.

5. RESPONSIBILITIES. Supervisors will ensure full-time employees understand and adhere to the holiday guidance.

6. INFORMATION REQUIREMENTS. NA

7. RELEASABILITY. Unlimited.

8. EFFECTIVE DATE. This instruction is effective immediately and will expire on 31 December 2021.

9. POINT OF CONTACT. J1, Director of Manpower and Personnel at 512-782-6725.

TRACY R. NORRIS
Major General, TXARNG
Adjutant General

2 Encls
1. References
2. Federal/State Holidays

DISTRIBUTION:
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Enclosure 1
References:

Section 6103, Title 5, United States Code (5 USC § 6103)

Army Regulation (AR) 600-8-10, dated 04 August 2011

Air Force Instruction (AFI) 36-3003, dated 26 October 2009

Chapter 662, Texas Government Code (TGC)

Chief of the National Guard Bureau Instruction (CNGBI) 1400.25, Vol 630 National Guard Technician Absence and Leave Program, dated 6 August 2018

TXARNG Regulation 690-600 / TANG Regulation 40-600 Civilian Personnel Hours of Duty and Leave, Change 3, dated 15 June 1983

Enclosure 2:
Federal/State Holidays. Recognized federal and state can be found in 5 USC § 6103 and TGC Chapter 622A. Federal/State holidays observed by TMD:

11 NOV 19	Veteran's Day (federal/state all agencies closed)
28 NOV 19	Thanksgiving Day (federal/state all agencies closed)
29 NOV 19	Day after Thanksgiving (federal/state all agencies closed)
24 DEC 19	Christmas Eve (federal employees - liberal leave) (state agencies closed)
25 DEC 19	Christmas Day (federal/state all agencies closed)
26 DEC 19	Day after Christmas (federal - liberal leave) unless mandated by federal law (state agencies closed)
27 DEC 19	Resiliency Day (TAG directed TMD agency closure) (state employees agency holiday)
30 DEC 19	Resiliency Day (TAG directed TMD agency closure) (state employees agency holiday)
	Calendar Year 2020
01 JAN 20	New Year's Day (federal/state all agencies closed)
20 JAN 20	Birthday of Martin Luther King Jr. (federal/state all agencies closed)
17 FEB 20	Washington's birthday (President's Day) (federal/state all agencies closed)
02 MAR 20	Texas Independence Day (state employees skeleton crew required)
31 MAR 20	Cesar Chavez Day (state optional holiday)
10 APR 20	Good Friday (federal employees - liberal leave) (state employees optional holiday)
21 APR 20	San Jacinto Day (state employees skeleton crew required)
25 MAY 20	Memorial Day (federal/state all agencies closed)
19 JUN 20	Emancipation Day (state employees skeleton crew required)
04 JUL 20	Independence Day (federal employees - liberal leave)
21 AUG 20	Resiliency Day (TAG directed TMD agency closure) (state employees agency holiday)
27 AUG 20	LBJ Day (state employees skeleton crew required)
07 SEP 20	Labor Day (federal/state all agencies closed)

28 SEP 20	Yom Kippur (state employees optional holiday)
12 OCT 20	Columbus Day(federal agencies closed)
11 NOV 20	Veteran's Day (federal/state all agencies closed)
26 NOV 20	Thanksgiving Day (federal/state all agencies closed)
27 NOV 20	Day after Thanksgiving (federal/state all agencies closed)
24 DEC 20	Christmas Eve (federal employees - liberal leave) (state agencies closed)
25 DEC 20	Christmas Day (federal/state all agencies closed)
26 DEC 20	Day after Christmas (federal - liberal leave) unless mandated by federal law (state agencies closed)
	Calendar Year 2021
01 JAN 21	New Year's Day (federal/state all agencies closed)
18 JAN 21	Birthday of Martin Luther King Jr. (federal/state all agencies closed)
19 JAN 21	Confederate Heroes Day (state employees skeleton crew required)
15 FEB 21	Washington's birthday (President's Day) (federal/state all agencies closed)
02 MAR 21	Texas Independence Day (state employees skeleton crew required)
31 MAR 21	Cesar Chavez Day (state optional holiday)
04 APR 21	Good Friday (federal employees - liberal leave) (state employees optional holiday)
21 APR 21	San Jacinto Day (state employees skeleton crew required)
25 MAY 21	Memorial Day (federal/state all agencies closed)
04 JUL 21	Independence Day (federal employees - liberal leave)
13 AUG 21	Resiliency Day (TAG directed TMD agency closure) (state employees agency holiday)
27 AUG 21	LBJ Day (state employees skeleton crew required)
06 SEP 21	Labor Day (federal/state all agencies closed)
28 SEP 21	Yom Kippur (state employees optional holiday)
11OCT 21	Columbus Day (federal agencies closed)

11 NOV 21	Veteran's Day (federal/state all agencies closed)
25 NOV 21	Thanksgiving Day (federal/state all agencies closed)
26 NOV 21	Day after Thanksgiving (federal/state all agencies closed)
24 DEC 21	Christmas Eve (federal employees - liberal leave) (state agencies closed)
25 DEC 21	Christmas Day (federal/state all agencies closed)
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