SUBJECT: Additional TMD Employee Holiday Guidance CY 19-20

References. (a) Chapter 662, Texas Government Code (TGC)
(b) Chapter 661.902, Texas Government Code (TGC)
(c) TMDI 1100.04, Calendar Year 19-20 Texas Military Department Employee Holiday Guidance, dated 28 November 2018

1. PURPOSE. This directive provides additional guidance to TMDI 1100.04, Calendar Year (CY) 19-20 Texas Military Department (TMD) Employee Holiday Guidance.

2. APPLICABILITY AND SCOPE. This issuance applies to all TMD personnel.

3. DEFINITIONS. N/A

4. POLICY. In order to ensure the efficacy of operations for the Texas Military Department, the TAG has designated the following:

   a. An agency holiday is designated for 05 July 2019 for all state employees. Full-time state employees scheduled to work on Friday, 05 July 2019 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 Friday, July 5, 2019. No compensatory time may be accrued by state employees 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 Friday, 05 July
2019 (e.g., security personnel, Texas ChalleNGe Academy personnel, etc.) to provide essential personnel coverage, will earn up to eight (8) hours of compensatory time. The Office of State Administration, Human Resources, will provide specific coding instructions for entry in CAPPS.

e. All federal personnel are placed on a compressed work schedule, 4/10, Monday-Thursday, for the week of 30 June to 06 July 2019 (except for those select positions with an operational requirement designated by a component).

5. **RESPONSIBILITIES.** No change.

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

7. **RELEASABILITY.** Unlimited.

8. **EFFECTIVE DATE.** This directive will expire 07 July 2019.


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