



Texas Military Department

Directive

TMDD 1104.05
19 November 2020

NGTX-JHR

SUBJECT: REVISED Texas Military Department (TMD) Employee Holiday Guidance, November 2020 through 31 December 2021.

References: See enclosure 1. This publication supersedes TMDI 1104.05, dated 6 November 2019.

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 (listed below) except for those select positions with an operational requirement designated by a component. This schedule change will maximize productivity across the agency and enable cost savings on utilities. Holiday compressed work schedules are as follows:
 - (1) 23-26 November 2020, 4/10 Monday-Thursday
 - (2) 21-24 December 2020, 4/10 Monday-Thursday.
 - (3) 8-11 November 2021, 4/10 Monday-Thursday.
 - (4) 22-25 November 2021, 4/10 Monday-Thursday
 - (5) 20-23 December 2021, 4/10 Monday-Thursday.

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. Individual work schedule requests will not be required,

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. For any questions, contact State Human Resources.

(2) Optional State Holidays. 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 1 January 2022.

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

2 Encls
1. References
2. Federal/State Holidays

TRACY R. NORRIS
Major General, TXARNG
Adjutant General

DISTROBUTION:

A

MEGAN T. GRUBE
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TMD
Official

**Enclosure 1
References.**

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

Army Regulation (AR) 600-8-10, dated 03 June 2020

Air Force Instruction (AFI) 36-3003, dated 24 August 2020

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

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:

	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)
03 JUL 20	Independence Day (federal employees - liberal leave)
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 (state all agencies closed)
24 DEC 20	Christmas Day Holiday / Christmas Eve (federal/state all agencies closed, TAG Directed Agency Holiday)
25 DEC 20	Christmas Day (federal/state all 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)
02 APR 21	Good Friday (federal employees - liberal leave) (state employees optional holiday)
21 APR 21	San Jacinto Day (state employees skeleton crew required)
31 MAY 21	Memorial Day (federal/state all agencies closed)
05 JUL 21	Independence Day (federal/state all agencies closed)
27 AUG 21	LBJ Day (state employees skeleton crew required)
06 SEP 21	Labor Day (federal/state all agencies closed)
16 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 (state all agencies closed)
23 DEC 21	Christmas Day Holiday (federal/state all agencies closed, TAG Directed Agency Holiday)
24 DEC 21	Christmas Eve (federal/state all agencies closed)
31 DEC 21	New Year's Day (federal/state all agencies closed)