



Texas Military Department

DIRECTIVE

TMDD 1104.05
9 December 2021

NGTX-JHR

SUBJECT: Texas Military Department (TMD) Employee Holiday Guidance, December 2021 through 1 January 2024

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. This issuance supersedes previously published versions.
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. Texas Military Department will maintain operational capability at all times in order to support ongoing operational missions. In the event of an emergency or operational necessity, 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. Operational necessity may dictate changes to this schedule with minimal notice. See enclosure 2 for a listing of all federal and state holidays.
 - b. Federal Employees. For certain holidays, all federal employees will be placed on a compressed work schedule except for those select positions with an operational requirement designated by a component or Major Supported Command. This schedule change will maximize productivity and will enable cost savings on utilities. Compressed work schedules are as follows:
 - (1) 21-24 November 2022, 4/10 Monday-Thursday
 - (2) 20-23 November 2023, 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.

(1) Directors and supervisors will maintain the minimal staffing levels when liberal leave is authorized.

(2) Liberal leave is authorized the day before and the day after the following federal holidays:

- a. Thanksgiving
- b. Christmas
- c. New Year's Day
- d. Independence Day

e. Federal employees that are required to work on scheduled holidays due to organizational need must submit a memorandum requesting holiday pay to NGTX-JHR for approval.

f. 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) The state recognized holiday for December 2021 is the 24th only. State employees may adjust their schedules to a flexible schedule and supervisors may grant liberal leave in the week preceding and following the 24th as mission allows. Legislation does not recognize holidays as a paid state holiday when they fall on the weekends.

(2) 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 2024.

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

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 03 June 2020

Air Force Instruction (AFI) 36-3003, dated 24 August 2020, Revised 7 April 2021

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 23 April 2021

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

Calendar Year 2021		
Date	Holiday	Day of Week
24-Dec-21	Christmas Day (Observed) (federal/state all agencies closed)	Friday
31-Dec-21	New Year's Day (Observed) (federal agencies closed)	Friday
Calendar Year 2022		
Date	Holiday	Day of Week
17-Jan-22	Birthday of Martin Luther King Jr. (federal/state all agencies closed)	Monday
19-Jan-22	Confederate Heroes Day (state employee skeleton crew required)	Wednesday
21-Feb-22	Washington's birthday (President's Day) (federal/state all agencies closed)	Monday
2-Mar-22	Texas Independence Day (state employees skeleton crew required)	Wednesday
31-Mar-22	Cesar Chavez Day (state optional holiday)	Thursday
15-Apr-22	Good Friday (federal employees - liberal leave) (state employees optional holiday)	Friday
21-Apr-22	San Jacinto Day (state employees skeleton crew required)	Thursday
30-May-22	Memorial Day (federal/state all agencies closed)	Monday
20-Jun-22	Juneteenth National Independence Day / Emancipation Day (federal agencies closed)	Monday
4-Jul-22	Independence Day (federal employees - liberal leave)	Monday
5-Sep-22	Labor Day (federal/state all agencies closed)	Monday
26-Sep-22	Rosh Hashanah (state employees optional holiday)	Monday
27-Sep-22	Rosh Hashanah (state employees optional holiday)	Tuesday
5-Oct-22	Yom Kippur (state employees optional holiday)	Wednesday
10-Oct-22	Columbus Day(federal agencies closed)	Monday
11-Nov-22	Veteran's Day (federal/state all agencies closed)	Friday
24-Nov-22	Thanksgiving Day (federal/state all agencies closed)	Thursday
25-Nov-22	Day after Thanksgiving (state all agencies closed)	Friday
26-Dec-22	Christmas Day (Observed)(federal/state all agencies closed)	Monday

Calendar Year 2023		
Date	Holiday	Day of Week
2-Jan-23	New Year's Day (federal agencies closed)	Monday
16-Jan-23	Birthday of Martin Luther King Jr. (federal/state all agencies closed)	Monday
19-Jan-23	Confederate Heroes Day (state employee skeleton crew required)	Thursday
20-Feb-23	Washington's birthday (President's Day) (federal/state all agencies closed)	Monday
2-Mar-23	Texas Independence Day (state employees skeleton crew required)	Thursday
31-Mar-23	Cesar Chavez Day (state optional holiday)	Friday
7-Apr-23	Good Friday (federal employees - liberal leave) (state employees optional holiday)	Friday
21-Apr-23	San Jacinto Day (state employees skeleton crew required)	Friday
29-May-23	Memorial Day (federal/state all agencies closed)	Monday
19-Jun-23	Juneteenth National Independence Day / Emancipation Day (federal agencies closed / state employees skeleton crew required)	Monday
4-Jul-23	Independence Day (federal employees - liberal leave)	Tuesday
4-Sep-23	Labor Day (federal/state all agencies closed)	Monday
25-Sep-23	Yom Kippur (state employees optional holiday)	Monday
9-Oct-23	Columbus Day(federal agencies closed)	Monday
10-Nov-23	Veteran's Day (federal/state all agencies closed)	Friday
23-Nov-23	Thanksgiving Day (federal/state all agencies closed)	Thursday
24-Nov-23	Day after Thanksgiving (state all agencies closed)	Friday
25-Dec-23	Christmas Day (federal/state all agencies closed)	Monday
26-Dec-23	Day after Christmas (federal - liberal leave) unless mandated by federal law (state agencies closed)	Tuesday
Calendar Year 2024		
Date	Holiday	Day of Week
1-Jan-24	New Year's Day (federal/state all agencies closed)	Monday