



TEXAS MILITARY FORCES
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TEXAS MILITARY DEPARTMENT
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NGTX-JHR

10 October 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (JFTX I13-19) FY14 Texas Military Forces (TXMF) and Texas Military Department (TMD) Employee Holiday Guidance

1. **Purpose.** The Adjutant General (TAG) is the leave authority for the TXMF and the TMD. This memorandum provides guidance to employees regarding duty status during holidays.

2. **References.**

- a. Section 6103, Title 5, United States Code (5 USC 6103):
<http://uscode.house.gov/uscode>
- b. Army Regulation (AR) 600-8-10:
www.army.mil/usapa/epubs/pdf/r600_8_10.pdf
- c. Air Force Instruction (AFI) 36-3003:
www.af.mil/shared/media/epubs/afi36-3003.pdf
- d. Subchapter A, Chapter 662, Texas Government Code (TGC)
<http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.662.htm>

3. **Purpose.** This guidance is intended to provide equitable and consistent application of rules governing "in lieu of" holidays, liberal leave, and administrative leave associated with holidays. For the purpose of pay and leave of employees, holidays are considered non-work days.

4. **Federal Holidays.** Detailed guidance for recognized State and Federal holidays can be found in 5 USC 6103 and TGC Chapter 622A. In addition to any other day declared to be a holiday by Federal statute or Executive Order, the following are legal federal public holidays:

14 Oct 13	Columbus Day, the second Monday in October (except State employees)
11 Nov 13	Veteran's Day (except State employees)
28 Nov 13	Thanksgiving Day, the fourth Thursday in November
25 Dec 13	Christmas Day
1 Jan 14	New Year's Day

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20 Jan 14	Birthday of Martin Luther King, Jr., the third Monday in January
17 Feb 14	Washington's Birthday, the third Monday in February
26 May 14	Memorial Day, the last Monday in May
4 Jul 14	Independence Day
1 Sep 14	Labor Day, the first Monday in September
13 Oct 14	Columbus Day, the second Monday in October (except State employees)
11 Nov 14	Veterans Day (except State employees)
27 Nov 14	Thanksgiving Day, the fourth Thursday in November
25 Dec 14	Christmas Day

5. **Employee Guidance.** In accordance with Federal law (5 U.S.C 6103) the following guidance is for approved holidays. The approved status for each employee is as follows:

a. **Federal Technicians.** Observe federal holidays (See 5 USC 6103(c)):

(1) Monday holidays are taken on the Monday of the holiday for 4/10 M-Th and 5/8 M-F scheduled employees. Monday holidays are taken on the Friday before for 4/10 T-F employees in lieu of Monday.

(2) Saturday holidays are taken on the Friday before for 4/10 T-F, 5/8 M-F employees and the Thursday before for 4/10 M-Th scheduled employees in lieu of Saturday. Sunday holidays are taken on the Monday after the holiday for 4/10 M-Th, 5/8 M-F employees and the Tuesday after for 4/10 T-F employees.

b. **Active Guard/Reserve (AGR) and Active Duty Operational Support (ADOS)** observe federal holidays IAW Para 4-25 & 26, AR 600-8-10. **Air Force Active Guard/Reserve (AGR)** observe federal holidays IAW Para 4-10, AFI 36-3003.

(1) For consistency in the full-time workplace, in lieu of dates are IAW para 5.a. (above), Federal Technicians.

(2) Refer to AR 600-8-10 and AFI 36-3003 as applicable for chargeable leave rules for holiday absences.

c. **State Employees.** Observe state-recognized Federal holidays IAW the TGC, Chapter 662, Subchapter A

(1) State employees are authorized to observe all Federal holidays **except** Columbus Day or if the holiday falls on a Saturday or Sunday it is not observed.

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(2) State employees are also entitled to observe the following additional State holidays:

Friday, 29 November 2013	Day after Thanksgiving (all agencies closed)
Tuesday, 24 December 2013	Christmas Eve Day (all agencies closed)
Thursday, 26 December 2013	Day after Christmas (all agencies closed)
Monday, 21 April 2014	San Jacinto Day (skeleton crew required)
Thursday, 19 June 2014	Emancipation Day (skeleton crew required)
Wednesday, 27 August 2014	LBJ's Birthday (skeleton crew required)

(3) In accordance with Texas Government Code, Sec. 662.006/013, Rosh Hashanah, Yom Kippur, Good Friday and Cesar Chavez Day are optional State holidays. A state employee is 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 state holidays; however, the employee may not agree to give up the Friday after Thanksgiving Day, December 24, or December 26. Optional holidays cannot be substituted for national Holidays.

6. **Liberal leave.** The Adjutant General authorizes liberal leave on the following day:

The day after Thanksgiving Day (29 Nov 13)

a. Technicians must be in an approved leave status (annual, compensatory time, or leave without pay) when liberal leave is authorized and there is no lieu of day. Directors and Supervisors make the operational determination as to the staffing levels required, if any, when liberal leave is authorized.

b. When the TAG authorizes additional liberal leave or administrative leave, the Human Resource Offices will publish the announcement.

c. If an executive order authorizes an additional holiday, the Human Resource Offices will publish approved guidance. TXMF employees are in a duty status during agency supported holiday events such as TXMF Holiday Party and Tree Lighting Ceremony.

7. **Key personnel**, including any designated for Defense Support to Civil Authorities (DSCA) response organizations, will ensure their availability for recall by the Joint Operations Center. Components will align schedules to provide necessary support to deployment/demobilization activities and other mission requirements.

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8. For a complete list of Federal Holidays, please visit the following website:

Federal Holidays: <http://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/#url=Overview>

State Employees: <https://www.tsl.state.tx.us/ref/abouttx/holidays.html>

9. The POC is the undersigned at 512-782-6725.



AMY F. COOK
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Human Resource Officer

DISTRIBUTION:

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CAROLYN SMALLWOOD
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