TEXAS MILITARY DEPARTMENT
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NGTX-JHR 28 October 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (JFTX I15-24) CY15-16 Texas Military Department Employee Holiday Guidance

1. **Purpose.** The Adjutant General (TAG) is the leave authority for the Texas Military Department. This memorandum provides guidance to employees during holidays.

2. **References.** See enclosure 1a.

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

4. **Employee Guidance.**

a. Federal Employees. In accordance with federal law (5 U.S.C § 6103) the following is guidance for approved holidays. (AGR, FTNGD-OS, Military Technician)

(1) Monday holidays are observed on the holiday for employees regularly scheduled to work on that Monday, and on the preceding Friday for employees not regularly scheduled to work on that Monday.

(2) Weekend Holidays. Saturday holidays are observed on the last regularly scheduled duty day before the holiday. Sunday holidays are observed on the first regularly scheduled duty day after the holiday.

(3) TXARNG AGR and FTNGD-OS observe federal holidays IAW Para 4-25 & 26, AR 600-8-10. TXANG AGR observes federal holidays IAW Para 4-10, AFI 36-3003. Refer to AR 600-8-10 and AFI 36-3003 as applicable for chargeable leave rules for holiday absences.

(4) Federal Holidays. See enclosure 1b.

(5) Special CY15 Holiday Schedule. All federal personnel are placed on a compressed work schedule, 4/10 M-Th, for the week of Thanksgiving, November 23-27, 2015 (except for those select positions with an operational requirement designated by a component). This schedule change will maximize productivity during that week by having all employees work on Monday and will enable cost savings in utilities on the Friday after the holiday. There is no change to the workweek for Christmas Day or New Year's Day.

b. State Employees. Observe state-recognized Federal holidays IAW the Texas Government Code, Chapter 662.

(1) State employees are authorized to observe all Federal holidays *except* Columbus Day and holidays that fall on a Saturday or Sunday.

(2) In accordance with Texas Government Code, Chapter 662, 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 skeleton crew state holidays. However, an employee may not agree to give up the Friday after Thanksgiving Day, the day before or after Christmas Day or the recognized federal holidays in lieu of an optional state holiday.

(3) Generally, employees required to work on a holiday earn time off (compensatory time) to be taken at a later date.

(4) State Holidays. See enclosure 1c.

5. **Liberal Leave.** Liberal leave directs supervisors to allow most, if not all, personnel to take their personal leave and to curtail normal operations accordingly. Directors and supervisors make the operational determination as to the minimum staffing levels required, if any, when liberal leave is authorized.

6. **Additional Holidays.** If an executive order authorizes an additional holiday, guidance will be published.

7. **Key Personnel.** Key personnel, including any designated for operational support and immediate response, 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.

8. The point of contact for this memorandum is the HRO at 512-782-6725.

GREGORY P. CHANEY
Colonel, GS, TXARNG
Chief of Staff, Ofc of the
Adj Gen

Encls
as

DISTRIBUTION:
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KATHERINE M. BROWN
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SIG – Policy

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Enclosure 1a:

References.

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

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

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

d. Chapter 662, Texas Government Code (TGC)

e. TARNG Regulation 690-600 / TANG Regulation 40-600 Civilian Personnel Hours of Duty and Leave, Change 3, dated 31 Jan 1996

Enclosure 1b:

Federal Holidays. Detailed guidance for recognized state and federal holidays can be found in 5 USC § 6103 and TGC Chapter 622A. Federal public holidays that are observed by the Texas Military (along with any other days declared to be holidays by federal statute or executive order):

12 OCT 15	Columbus Day, the second Monday in October (except state employees)
11 NOV 15	Veteran's Day
26 NOV 15	Thanksgiving Day, the fourth Thursday in November
25 DEC 15	Christmas Day
01 JAN 16	New Year's Day
18 JAN 16	Birthday of Martin Luther King Jr., the third Monday in January
15 FEB 16	Washington's birthday (President's Day), the third Monday in February
30 MAY 16	Memorial Day, the last Monday in May
04 JUL 16	Independence Day
05 SEP 16	Labor Day, the first Monday in September
10 OCT 16	Columbus Day, the second Monday in October (except state employees)
11 NOV 16	Veteran's Day
24 NOV 16	Thanksgiving Day, the fourth Thursday in November
26 DEC 16	Christmas Day Observed (25 Dec falls on a Sunday)

Enclosure 1c:

State Holidays. State employees are authorized to observe the following state holidays (along with state-recognized federal holidays, with the exceptions noted in Enclosure 1b, IAW the Texas Government Code, Chapter 662, Subchapter A):

27 NOV 15	Day after Thanksgiving (all agencies closed)
24 DEC 15	Christmas Eve Day (all agencies closed)
19 JAN 16	Confederate Heroes Day (skeleton crew required)
02 MAR 16	Texas Independence Day (skeleton crew required)
21 APR 16	San Jacinto Day (skeleton crew required)
25 NOV 16	Day after Thanksgiving (all agencies closed)
26 DEC 16	Day after Christmas (all agencies closed)