

# TEXAS DEPARTMENT OF CRIMINAL JUSTICE

<b>FY 2018 IN LIEU OF HOLIDAY REQUEST</b>
---

**NAME:** \_\_\_\_\_

**SSN:** \_\_\_\_\_

As provided in Texas Government Code Ann., §662.003, I elect to observe the optional holiday(s) noted in Column A, in lieu of the state holiday(s) noted in Column B.

**COLUMN A** (Optional Holiday Observed)

- |       |          |                  |
|-------|----------|------------------|
| _____ | 09-20-17 | Rosh Hashanah    |
| _____ | 09-21-17 | Rosh Hashanah    |
| _____ | 09-29-17 | Yom Kippur       |
| _____ | 03-30-18 | Good Friday      |
| _____ | 03-31-18 | Cesar Chavez Day |

**COLUMN B** (In Lieu Of State Holiday Worked)

- |       |          |                         |
|-------|----------|-------------------------|
| _____ | 01-19-18 | Confederate Heroes' Day |
| _____ | 03-02-18 | Texas Independence Day  |
| _____ | 04-21-18 | San Jacinto Day         |
| _____ | 06-19-18 | Emancipation Day        |

By observing the optional holiday(s) noted in **Column A**, I agree to work the state holiday(s) noted in **Column B**; ***or*** I will be charged with taking accrued earned time (vacation, holiday, overtime or compensatory).

If I do not work the so designated state holiday(s) in **Column B** and sufficient earned time is not available for use, I understand my salary for the particular month(s) will be docked accordingly.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

**Time Keyed**      **Column A** \_\_\_\_\_  
HR initials

**Column B** \_\_\_\_\_  
HR initials