

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

**FY 2024 IN LIEU OF HOLIDAY REQUEST**

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)

- \_\_\_\_\_ 09-16-23 Rosh Hashanah
- \_\_\_\_\_ 09-17-23 Rosh Hashanah
- \_\_\_\_\_ 09-25-23 Yom Kippur
- \_\_\_\_\_ 03-29-24 Good Friday
- \_\_\_\_\_ 03-31-24 Cesar Chavez Day

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

- \_\_\_\_\_ 01-19-24 Confederate Heroes' Day
- \_\_\_\_\_ 06-19-24 Emancipation Day
- \_\_\_\_\_ 08-27-24 LBJ 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**