# TEXAS DEPARTMENT OF CRIMINAL JUSTICE

## ***FY 2023 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)

| | | |
|---|---|---|
| _____ | 09-26-22 | Rosh Hashanah |
| _____ | 09-27-22 | Rosh Hashanah |
| _____ | 10-05-22 | Yom Kippur |
| _____ | 03-31-23 | Cesar Chavez Day |
| _____ | 04-07-23 | Good Friday |

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

| | | |
|---|---|---|
| _____ | 01-19-23 | Confederate Heroes' Day |
| _____ | 03-02-23 | Texas Independence Day |
| _____ | 04-21-23 | San Jacinto Day |
| _____ | 06-19-23 | 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** _____ **Column B** _____

**HR initials** **HR initials**