

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

FY 2026 IN LIEU OF HOLIDAY REQUEST

NAME: _____

PAYEE ID: _____

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)

- _____ 09-23-25 Rosh Hashanah
- _____ 09-24-25 Rosh Hashanah
- _____ 10-02-25 Yom Kippur
- _____ 03-31-26 Cesar Chavez Day
- _____ 04-03-26 Good Friday

COLUMN B (In Lieu Of State Holiday Worked)

- _____ 03-02-26 Texas Independence Day
- _____ 04-21-26 San Jacinto Day
- _____ 06-19-26 Emancipation Day
- _____ 08-27-26 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