TEXAS DEPARTMENT OF CRIMINAL JUSTICE

FY 2017 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)

_____	10-03-16	Rosh Hashanah
_____	10-04-16	Rosh Hashanah
_____	10-12-16	Yom Kippur
_____	03-31-17	Cesar Chavez Day
_____	04-14-17	Good Friday

COLUMN B (In Lieu Of State Holiday Worked)

_____	01-19-17	Confederate Heroes' Day
_____	03-02-17	Texas Independence Day
_____	04-21-17	San Jacinto Day
_____	06-19-17	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**