

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

FY 2019 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)

- _____ 09-10-18 Rosh Hashanah
- _____ 09-11-18 Rosh Hashanah
- _____ 09-19-18 Yom Kippur
- _____ 03-31-19 Cesar Chavez Day
- _____ 04-19-19 Good Friday

COLUMN B (In Lieu Of State Holiday Worked)

- _____ 04-21-19 San Jacinto Day
- _____ 06-19-19 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