



FY 2023 Holiday Schedule

Date	Day	Holiday	Status
September 5, 2022	Monday	Labor Day	Closed
November 24, 2022	Thursday	Thanksgiving Day	Closed
November 25, 2022	Friday	Friday After Thanksgiving	Closed
December 23, 2022	Friday	Winter Break	Skeleton Workforce Required
December 26, 2022	Monday	Day After Christmas	Closed
December 27, 2022	Tuesday	Winter Break	Skeleton Workforce Required
December 28, 2022	Wednesday	Winter Break	Skeleton Workforce Required
December 29, 2022	Thursday	Winter Break	Skeleton Workforce Required
December 30, 2022	Friday	Winter Break	Skeleton Workforce Required
January 16, 2023	Monday	Martin Luther King, Jr., Day	Closed
May 29, 2023	Monday	Memorial Day	Closed
June 19, 2023	Monday	Emancipation Day in Texas	Closed
July 4, 2023	Tuesday	Independence Day	Closed

Holiday Leave

Employees who are appointed to work at least 20 hours per week for a period of at least 4.5 continuous months are eligible for holiday leave. Holidays are compensated at 8 hours per day for full-time employees. Part-time employees receive holiday pay proportionate to the number of hours appointed to work weekly. The state legislature determines the number of holidays observed by all state agencies and institutions of higher education. The total number of holidays consists of various national and state holidays which fall on a weekday; holidays that fall on a weekend are not included.

Skeleton Workforce Required

Offices must remain open and sufficiently staffed to conduct official business.

Floating Holiday

Depending on the number of holidays within a fiscal year, a floating holiday may be included in the holiday schedule. If included in the holiday schedule, full-time employees will receive 8 hours of floating holiday leave per award. Part-time employees will receive a proportionate amount based on the number of hours appointed to work weekly.

Holiday Compensatory Time

Employees who work on a holiday will receive equivalent time off categorized as holiday compensatory time. Earned holiday compensatory time may be used as leave within the 12-month period following the holiday worked.

Optional Holidays

The legislature has designated Rosh Hashanah, Yom Kippur, Good Friday, and Cesar Chavez Day as optional holidays. A holiday pay-eligible employee may observe optional holidays by working on any holiday in which a skeleton workforce is required or by using applicable accrued leave.