


OFFICE OF THE DIRECTOR

May 18, 2020



MEMORANDUM

TO: All TVMDL Staff

FROM: Stacy Morris 
Assistant Agency Director

SUBJECT: FY 2021 Holiday Schedule

In accordance with current state law, employees of the State of Texas will be entitled to observe fourteen (14) holidays during the fiscal year ending August 31, 2021. The TVMDL holiday schedule for FY 2021 has been approved by The Texas A&M University System Board of Regents. Our agency will observe the following holidays for the upcoming fiscal year:

- Labor Day: Monday, September 7, 2020 (CLOSED)
- Columbus Day: Monday, October 12, 2020
- Veteran's Day: Wednesday, November 11, 2020
- Thanksgiving: Thursday, November 26, 2020 (CLOSED)
- Day After Thanksgiving: Friday, November 27, 2020⁺
- Christmas Eve: Thursday, December 24, 2020
- Christmas Day: Friday, December 25, 2020 (CLOSED)
- New Year's Eve: Thursday, December 31, 2020
- New Year's Day: Friday, January 1, 2021 (CLOSED)
- Martin Luther King, Jr. Day: Monday, January 18, 2021
- President's Day: Monday, February 15, 2021
- Memorial Day: Monday, May 31, 2021 (CLOSED)
- Independence Day (Observed): Monday, July 5, 2021
- One Personal Day: Any day before August 31, 2021

All TVMDL locations will be closed on days underlined.

⁺ In addition to the underlined dates, Center and Gonzales will be closed all day on the day after Thanksgiving (Nov 27). This decision was reached upon review of historical caseload for these two locations on this particular day.

All locations will be considered open on all other holidays.

During open holidays, main telephone lines will remain open 8:00 a.m. – 5:00 p.m. and at least one full time staff member in each testing section who is capable of answering client questions must be available during these hours. Beyond this level of staffing, Resident Directors/Section Heads shall review accession trends and carrier schedules for open holidays and staff accordingly, allowing the maximum number of employees to take holiday leave, arrive late, and/or leave early depending upon time-sensitive testing.

Employees that work on a holiday will be entitled to equivalent time off to be taken during the 12-month period following the end of the workweek in which the holiday occurred.

Employees are not to report to work on closed holidays except under extenuating circumstances and with the prior approval of their supervisor. If compensatory time must be accrued, please remember to notify the Director's Office.

PO Drawer 3040
College Station, TX 77841-3040

483 Agronomy Rd, TAMU 4471
College Station, TX 77843-4471

Tel. 979.845.3414
Fax. 979.458.3260
<http://tvmdl.tamu.edu>