

Howdy!

It is time to submit your county holiday schedule for FY2024 (9/1/23 – 8/31/24).

The “DRAFT” is due by AUGUST 31, 2023, and the “FINAL” is due by JANUARY 15, 2024.

All AgriLife Extension employees will be entitled to observe **Thirteen (13) paid holidays in FY2024 (9/1/23 – 8/31/24).**

You may choose holidays from a pre-existing list of common holidays, selecting “other” to enter in a custom holiday and/or select floating state holiday(s), if applicable.

***SPECIAL NOTE* - If your county will be observing “Good Friday” ... please refer to it as a “Personal Holiday” and enter the date of March 29, 2024.**

IMPORTANT INFORMATION:

- A “DRAFT” of the anticipated holidays for FY24 (9/1/23 – 8/31/24) is required.
- Estimate and submit a “DRAFT” of 13 anticipated holidays, based on last year’s holiday schedule even if the court hasn’t approved the county holiday schedule for calendar year 2024.
- You must submit a “Final” submission (with 13 holidays) as soon as you receive the court approved holiday schedule.
- If your County has **more than 13 scheduled holidays ...** AgriLife Extension employees must work or use vacation on the additional scheduled county holiday dates.
- If your County has **less than 13 scheduled holidays ...** please enter the appropriate number of Floating State Holidays in the box at the top of the list.
- **Floating state holidays (if applicable) will not be entered in Workday until after the “FINAL” holiday schedule is submitted.**
- You will continue to receive automated reminder emails until your “Draft” and/or “Final” holiday schedule is submitted. So, please submit these ASAP.
- Once you submit your “FINAL” holiday schedule, your ability to make changes will be deactivated. Contact Doris Tykal at doris.tykal@ag.tamu.edu to reactivate your account, if you need to revise the “FINAL” holidays submitted.

The “DRAFT” is due by AUGUST 31, 2023: Include the holidays to be observed from **September 1, 2023 – December 31, 2023**, and the anticipated holidays to be observed from **January 1, 2024 – August 31, 2024** (pending court approval for calendar year 2024).

The “FINAL” is due by JANUARY 15, 2024: Include 13 court approved county holidays that will be observed from **September 1, 2023 – August 31, 2024**. (Also, list the number of floating state holidays, if applicable.)

The link to the County Holiday Schedule system is:

<http://countyholidays.tamu.edu>

Log in Instructions:

This system uses your AgriLife AgNet ID. The Account name is the same as your computer/email access (firstname.lastname). *If you do not remember your AgNet credentials, please contact FirstCall for assistance at (866) 996-2056 or Email: first-call@tamu.edu*