



JOINT FORCE HEADQUARTERS – COLORADO
COLORADO NATIONAL GUARD
6848 SOUTH REVERE PARKWAY
CENTENNIAL, COLORADO 80112-6709

NGCO-TAG

10 August 2022

MEMORANDUM FOR All Colorado National Guard (CONG) Full-time Employees and Permanent State Employees

SUBJECT: CONG Full-time Work Force 2023 Holiday Schedule

1. The purpose of this memorandum is to provide the dates that will be observed as paid time-off for the upcoming holidays for calendar year 2023.

<u>Actual Date of Holiday (Date observed for those on 5/8 Mo-Fr Schedule)</u>	<u>State & Federal Holiday</u>	<u>Date Observed for Majority of workforce: 4/10 Tu-Fr</u>
Monday, January 02, 2023 (see Note 1)	New Year's Day	Friday, December 30, 2023
Monday, January 16, 2023	Martin Luther King Day	Friday, January 13, 2023
Monday, February 20, 2023	Washington's Birthday	Friday, February 17, 2023
Monday, May 29, 2023	Memorial Day	Friday, May 26, 2023
Monday, June 19, 2023	Juneteenth	Friday, June 16, 2023
Tuesday, July 04, 2023	Independence Day	Tuesday, July 04, 2023
Monday, September 04, 2023	Labor Day	Friday, September 01, 2023
Monday, October 09, 2023 (see Note 2)	Columbus Day / Cabrini Day	Friday, October 06, 2023
Friday, November 10, 2023 (see Note 3)	Veteran's Day	Friday, November 10, 2023
Thursday, November 23, 2023 (see Note 4)	Thanksgiving Day	Thursday, November 23, 2023
Monday, December 25, 2023	Christmas Day	Friday, December 22, 2023
Monday, January 01, 2024	New Year's Day	Friday, December 29, 2023

Note 1: January 01, 2023 falls on a Sunday. The legal public holiday for New Year's Day.

Note 2: State employees celebrate Cabrini Day on the first Monday in October, however this holiday will be celebrated on October 09, 2022 for those on M-F schedule and October 06, 2022 for those on the Tu-Fr schedule.

Note 3: November 11, 2023 falls on a Saturday. The legal public holiday for Veteran's Day.

Note 4: Workweek change Monday-Wednesday (Thursday - Holiday / Friday - Day off)

2. Employees who do not work the 4/10 Tuesday-Friday schedule will take holiday leave on the actual holiday when it is on a scheduled workday or on the day immediately preceding the non-workday, i.e., employee has Fridays off and Veteran's Day falls on Friday 10 November 2023, employee will take the holiday on Thursday 09 November 2023.

3. Supervisors of T32 Dual Status Technicians and Title 5 Federal employees will code timecards using code "LH" for holiday leave. State employees will code timesheets as "8" in the Holiday column.

4. If you have questions regarding this memorandum, please contact Tricia Heistermann at tricia.b.heistermann.civ@army.mil or at (720) 250-1172 for Colorado National Guard full time employees. Permanent State employee questions may be addressed to Tamy Calahan at tamy.calahan@dmva.state.co.us or at (720) 250-1520.

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LAURA L. CLELLAN
 Brigadier General, COARNG
 The Adjutant General