



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

NGCO-TAG

31 August 2020

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

**SUBJECT: CONG Fulltime Work Force 2021 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 2021.

<u>Date of Holiday</u>	<u>Federal Holiday</u>	<u>Date Observed for Majority of workforc: 4/10 Tu-Fr Schedule</u>
Friday, 01 January 2021	New Year's Day	Friday, 01 January 2021
Monday, 18 January 2021	Martin Luther King Day	Friday, 15 January 2021
Monday, 15 February 2021	Washington's Birthday	Friday, 12 February 2021
Monday, 31 May 2021	Memorial Day	Friday, 28 May 2021
Sunday, 04 July 2021	Independence Day	Friday, 02 July 2021
Monday, 06 September 2021	Labor Day	Friday, 03 September 2021
Monday, 11 October 2021	Columbus Day	Friday, 08 October 2021
Thursday, 11 November 2021	Veteran's Day	Thursday, 11 November 2021**
Thursday, 25 November 2021	Thanksgiving Day	Thursday, 25 November 2021**
Saturday, 25 December 2021	Christmas Day	Friday, 24 December 2021
Saturday, 01 January 2022	New Year's Day	Friday, 31 December 2021

\*\*Workweek change Monday-Wednesday (Thursday - LH / Friday - Day off)

2. Employees, who do not work the 4/10 Tuesday-Friday will take holiday leave on the actual holiday when it is on a scheduled work day or immediately on the day preceding the non-workday, i.e., July 4, 2021 is a Sunday, employees who do not work 4/10, will take the holiday on July 5, 2021 (Monday).
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 Col Crissie Fitzgerald at [Crissie.d.fitzgerald.mil@mail.mil](mailto:Crissie.d.fitzgerald.mil@mail.mil) or at (720) 250-1160 for Colorado National Guard full time employees. Permanent State employee questions may be addressed to Tamy Calahan at [tamy.calahan@dmva.state.co.us](mailto:tamy.calahan@dmva.state.co.us) or at (720) 250-1520.

**LAURA L. CLELLAN**  
BG  
The Adjutant General