

Public Information Act Deadline Scheduling Calendar 2024

JANUARY

m	t	w	t	f	s	s
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

m	t	w	t	f	s	s
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH

m	t	w	t	f	s	s
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

m	t	w	t	f	s	s
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY

m	t	w	t	f	s	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

m	t	w	t	f	s	s
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

m	t	w	t	f	s	s
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

m	t	w	t	f	s	s
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER

m	t	w	t	f	s	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER

m	t	w	t	f	s	s
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER

m	t	w	t	f	s	s
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER

m	t	w	t	f	s	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

For Public Information Act (PIA) Business & Nonbusiness Day Purposes ONLY (TEX. GOV'T CODE § 552.0031(f)):
If applicable, Select the Board of Trustee designated additional TEN nonbusiness PIA days for 2024 on the calendar and write below:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____

<input type="checkbox"/>	Holiday/Weekend: Not Included in Nonbusiness Day Calculation
<input type="checkbox"/>	District Closed / Optional Holiday
<input type="checkbox"/>	Available for Designation



WALSH GALLEGOS
TREVIÑO KYLE & ROBINSON P.C.

TEX. GOV'T CODE Sec. 552.0031. BUSINESS DAYS.

- (a) Except as provided by this section, in this chapter "business day" means a day other than:
 - (1) a Saturday or Sunday;
 - (2) a national holiday under Section [662.003\(a\)](#); or
 - (3) a state holiday under Section [662.003\(b\)](#).
- (b) The fact that an employee works from an alternative work site does not affect whether a day is considered a business day under this chapter.
- (c) An optional holiday under Section [662.003\(c\)](#) is not a business day of a governmental body if the officer for public information of the governmental body observes the optional holiday.
- (d) A holiday established by the governing body of an institution of higher education under Section [662.011\(a\)](#) is not a business day of the institution of higher education.
- (e) The Friday before or Monday after a holiday described by Subsection (a)(2) or (3) is not a business day of a governmental body if the holiday occurs on a Saturday or Sunday and the governmental body observes the holiday on that Friday or Monday.
- (f) Subject to the requirements of this subsection, a governmental body may designate a day on which the governmental body's administrative offices are closed or operating with minimum staffing as a nonbusiness day. The designation of a nonbusiness day for an independent school district must be made by the board of trustees. The designation of a nonbusiness day for a governmental body other than an independent school district must be made by the executive director or other chief administrative officer. A governmental body may designate not more than 10 nonbusiness days under this subsection each calendar year.

National Holidays		State Holidays		District Closed/ Optional Holiday
New Year's Day	First day of January	Confederate Heroes Day	January 19 th	
Martin Luther King, Jr., Day	Third Monday in January	Texas Independence Day	March 2 nd	
Presidents' Day	Third Monday in February	San Jacinto Day	April 21 st	
Memorial Day	Last Monday in May	Emancipation Day in Texas	June 19 th	
Independence Day	July 4 th	Lyndon Baines Johnson Day	August 27 th	
Labor Day	First Monday in September	Friday after Thanksgiving Day		
Veterans Day	November 11 th			
Thanksgiving Day	Fourth Thursday of November	December 24 th & 26 th		
Christmas Day	December 25 th			

District Closed/Optional Holiday: If public information officer observes the holiday: Rosh Hashanah (October 2-4), Yom Kippur (October 11-12), Good Friday (March 29). Tex. Gov't Code § 552.0031(c)