



KEN PAXTON  
ATTORNEY GENERAL *of* TEXAS

# Public Information Act Update

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Open Records Division

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552.0031  
Business Days



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## Business Days (1 of 3)

(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.



## Business Days (2 of 3)

(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.



## Business Days (3 of 3)

(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.

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## National Holidays under Gov't Code § 662.003(a)

New Year's Day

Labor Day

Martin Luther King, Jr. Day

Veterans Day

Presidents' Day

Thanksgiving Day

Memorial Day

Christmas Day

Independence Day

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