

IN THE JUSTICE COURT OF RENO TOWNSHIP  
COUNTY OF WASHOE, STATE OF NEVADA


IN THE ADMINISTRATIVE MATTER OF  
THE AMENDED RENO JUSTICE COURT  
CRIMINAL CASE MANAGEMENT PLAN

**ADMINISTRATIVE ORDER 2025-02**

Pursuant to NRS 4.157(c) and JCRRT 21 and for the reasons set forth in Reno Justice Court Administrative Order 2023-01, the Chief Justice of the Peace of Reno Township enters this Administrative Order adopting the Amended Criminal Case Management Plan, attached hereto as Exhibit A.

**IT IS SO ORDERED.**

DATED this 10th day of April 2025.

  
\_\_\_\_\_  
RYAN K. SULLIVAN  
CHIEF JUSTICE OF THE PEACE  
RENO JUSTICE COURT  
DEPARTMENT 3

**EXHIBIT A**  
**RJC CRIMINAL CASE MANAGEMENT PLAN**  
**As Amended on April 9, 2025**

**I. In-Custody Misdemeanor Cases**

All in-custody misdemeanor cases will be set for a mandatory status conference (MSC) approximately seven days from the date of the filing of the criminal complaint. The exact date will be set in a manner that allows the case to be set with the assigned Justice Court Department when possible. However, the first MSC should not be set more than twelve days from the filing of the criminal complaint.

All defendants will be transported to the Court for their MSCs, unless an in-person transportation is excused by the Court due to a defendant's security status. Defense counsel must meet with their client prior to the MSC to convey any settlement offer that has been made and to discuss the status of the case with their client. All MSCs will go on the record to update the Court as to the status of the case and to verify that defense counsel has met and conferred with their client.

Counsel may request a continuance of an MSC by a written motion or a stipulation as provided in Section IV, below. Court Administration may not continue a scheduled MSC unless and until the parties' request for a continuance is approved by the applicable judge.

No continuance of an MSC will be granted for more than 21 days without a finding of good cause for a longer delay. Setting cases in the above manner will ensure three MSC hearings in each case for the parties to explore negotiations and ensure compliance with statutory discovery provisions before the matter is set for trial.

1 No MSC may occur on an in-custody misdemeanor case more than 60 days after the filing  
2 of the criminal complaint. Therefore, any continuance request that will put the MSC date outside  
3 the 60-day period must instead be set for trial or plea. Absent good cause, in-custody  
4 misdemeanor cases that do not resolve through the MSC process should be set for a trial date that  
5 is within 90 days of the filing of the criminal complaint.  
6

## 7 **II. Felony, Gross Misdemeanor, And Out-Of-Custody Misdemeanor Cases**

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9 All felony/gross misdemeanor cases as well as misdemeanor cases where the defendant  
10 is out-of-custody will be set for an MSC approximately 30 days from the date of the defendant's  
11 arraignment on the criminal complaint. Alternatively, a defendant may elect to set the case for a  
12 speedy preliminary examination (or a speedy trial if applicable), but such a request must be made  
13 at the defendant's arraignment. Any such request that is made after the defendant's arraignment  
14 will be set according to established court procedures in consultation with counsel. Any  
15 scheduling conflicts should be resolved by filing a written motion.

16 The exact date will be set in a manner that best ensures the assigned prosecutor can appear  
17 at the MSC, as set forth in Section III below. All in-custody defendants will be transported to  
18 the Court for their MSCs, unless transportation is excused by the Court due to a defendant's  
19 security status. All out-of-custody defendants are required to appear for their MSC in-person,  
20 unless the Court approves a request to appear by remote means.  
21

22 Defense counsel shall meet and confer with their client prior to the MSC to convey any  
23 settlement offer that has been made and to discuss the status of the case. All MSCs will go on  
24 the record to update the Court as to the status of the case and to verify that defense counsel has  
25 met and conferred with their client.

1 Counsel may request a continuance of an MSC by a written motion or a stipulation as  
2 provided in Section IV, below. Court Administration may not continue a scheduled MSC unless  
3 and until the parties' request for a continuance is approved by the applicable judge.

4 Each continued MSC must be set on the next department-specific MSC date. No  
5 continuance will be granted for more than 30 days without a finding on the record of good cause  
6 for a longer delay. Setting cases in the above manner will ensure two MSC hearings in each case  
7 for the parties to explore negotiations and ensure the statutory discovery provisions are complied  
8 with before the matter is set for a preliminary examination or trial.

9  
10 Absent extraordinary circumstances, the Court will not set more than two MSCs for these  
11 types of cases if they do not resolve at or prior to the second scheduled MSC, and no MSC may  
12 occur in a felony, gross misdemeanor, or out-of-custody misdemeanor case more than 90 days  
13 after the filing of the first criminal complaint. Therefore, any continuance of an MSC that will  
14 put the date outside this 90-day period must, instead, be set for a plea, preliminary examination,  
15 or trial. All felony, gross misdemeanor, and out-of-custody misdemeanor cases must be waived,  
16 dismissed, or set for a plea, trial or preliminary examination date that is within 120 days from the  
17 filing of the first criminal complaint in the case. Time for further negotiations or to produce  
18 discovery, not necessary for the limited purpose of a preliminary examination or not in possession  
19 of the prosecutor, will, generally, not be good cause for continuing a preliminary examination.

20  
21 If misdemeanor charges are included in the same criminal complaint that contains felony  
22 or gross misdemeanor charges, the misdemeanor charge must be dismissed or set for a plea or  
23 trial date when the felony and gross misdemeanor charges are either waived or bound over to the  
24 District Court. The Court will no longer stay the remaining misdemeanor charges for the  
25 purposes of granting additional time for the parties to reach a "global resolution" of all charges.

1 Similarly, if a defendant has multiple, separate felony and gross misdemeanor cases, all  
2 such cases must be waived to the District Court or set for a preliminary examination in this Court  
3 pursuant to the timelines established above. The Court will not set additional MSCs on felony  
4 and gross misdemeanor cases pending in this Court for the purposes of granting additional time  
5 for the parties to reach a “global resolution” related to another felony/gross misdemeanor case  
6 that is pending in the District Court.  
7

### 8 **III. MSC Scheduling**

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10 In order to ensure the presence of a prosecutor with the authority to negotiate and resolve  
11 the case, felony and gross misdemeanor cases will be scheduled pursuant to the District Court  
12 Department to which the case will be assigned as indicated in the criminal complaint and as  
13 illustrated in the attached calendar and any subsequent amended calendars submitted to the Court  
14 by the Washoe County District Attorney’s Office. All misdemeanor cases will be set for an MSC  
15 on the assigned Justice Court Department Day when possible.  
16

### 17 **IV. Continuing MSCs, Trials, Pleas, and Preliminary Hearings**

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19 Once a case is set for an MSC, plea, trial, or preliminary hearing pursuant to the above  
20 procedures, the scheduled court date cannot be continued without a written motion or a  
21 stipulation that is approved by the applicable judge prior to the scheduled court date. Court dates  
22 may also be continued on the record in open court without the need to file a written motion or  
23 stipulation. Any motion or stipulation must establish good cause for the continuance and should  
24 include information regarding whether defense counsel has conferred with their client regarding  
25 the proposed continuance. If the motion or stipulation requests to continue a preliminary hearing

1 for a defendant who has previously invoked their right to a speedy preliminary examination, the  
2 documentation must also include a waiver of the right to a speedy preliminary examination.

3 Any motion or stipulation to continue a scheduled proceeding should be filed at least two  
4 judicial days prior to the scheduled court date. Court Administration may not continue a  
5 scheduled court date unless and until the parties' request for a continuance is approved by the  
6 applicable judge.

7 If counsel requests to continue a case with a stipulation, the stipulation must include a  
8 proposed order that is attached as an exhibit to the parties' stipulation. The attached proposed  
9 order should include the title of the court and the name of the action or proceeding as specified  
10 in JCRRT 10(c)(2) and JCRRT 10(c)(3). Court Administration may reject for filing any  
11 stipulation and proposed order that is submitted in violation of this provision.  
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Washoe County

RENO JUSTICE COURT

January 2025

December '24

S	M	T	W	T	F	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 '25

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23	24	25	26	27	28	

March '25

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31 New Year's Eve Dept 3	1 New Year's Day WC Holiday Dept 7	2 Dept 1	3 PAY DAY	4
5	6	7 Dept 4 BOFC	8 Dept 8	9 Dept 9	10	11
12	13	14 Dept 6 BCC	15 Dept 15 LBOT	16 Dept 10	17 PAY DAY	18
19	20 MLK Day WC Holiday	21 Dept 3 BCC	22 Dept 7	23 Dept 1 DBOH	24	25
26	27	28 Dept 4 BCC	29 Chinese New Year Dept 8	30 Dept 9	31 PAY DAY	1
2 Groundhog Day	3	Notes				

Washoe County

RENO JUSTICE COURT

February 2025

January '25

S	M	T	W	T	F	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	

March '25

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April '25

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		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			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29 Chinese New Year	30	31 PAY DAY	1
2 Groundhog Day	3	4 Dept 6 BOFC	5 Dept 15	6 Dept 10	7	8
9	10	11 Dept 3 BCC	12 Dept 7	13 Dept 1	14 Valentine's Day PAY DAY	15
16	17 Presidents' Day WC Holiday	18 Dept 4 BCC	19 Dept 8 LBOT	20 Dept 9	21	22
23	24	25 Dept 6 BCC	26 Dept 15	27 Dept 10 DBOH	28 PAY DAY	1 Ramadan begins
2	3	Notes				



Washoe County

RENO JUSTICE COURT

March 2025

February '25

S	M	T	W	T	F	S
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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	

April '25

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May '25

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	26	27	28 PAY DAY	1 Ramadan begins
2	3	4 Dept 3 BOFC	5 Ash Wednesday Dept 7	6 Dept 1	7	8
9 Daylight Savings	10	11 Dept 4 BCC	12 Dept 8	13 Dept 9	14 Holi PAY DAY	15
16	17 St. Patrick's Day	18 Dept 6 BCC	19 Dept 15 LBOT	20 Dept 10	21	22
23	24	25 Dept 3	26 Dept 7	27 Dept 1 DBOH	28 PAY DAY	29
30	31	Notes				

Washoe County

RENO JUSTICE COURT

April 2025

March '25

S	M	T	W	T	F	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					

May '25

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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 '25

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1 April Fool's Day Dept 4 BOFC	2 Dept 8	3 Dept 9	4	5
6	7	8 Dept 6 BCC	9 Dept 15	10 Dept 10	11 PAY DAY	12
13 Passover Theravada New Year	14	15 Taxes due Dept 3 BCC	16 Dept 7 LBOT	17 Dept 1	18 Good Friday	19
20 Easter Orthodox Easter	21	22 Earth Day Dept 4 BCC	23 Dept 8	24 Dept 9 DBOH	25 PAY DAY	26
27	28	29 Dept 6	30 Dept 15	1	2	3
4	5 Cinco de Mayo	Notes				

Washoe County

RENO JUSTICE COURT

May 2025

April '25

S	M	T	W	T	F	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			

June '25

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July '25

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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		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1 Dept 10	2	3
4	5 Cinco de Mayo	6 Dept 3 BOFC	7 Dept 7	8 Dept 1	9 PAY DAY	10
11 Mother's Day	12	13 Dept 4 BCC	14 Dept 8	15 Dept 9	16	17 Armed Forces Day
18	19	20 Dept 6 BCC	21 Cultural Diversity Day Dept 15 LBOT	22 Dept 10 DBOH	23 PAY DAY	24
25	26 Memorial Day WC Holiday	27 Dept 3 BCC	28 Dept 7	29 Dept 1	30	31
1	2	Notes				

Washoe County

RENO JUSTICE COURT

June 2025

May '25


S	M	T	W	T	F	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

July '25

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August '25

S	M	T	W	T	F	S
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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						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Dept 4 BOFC	4 Dept 8	5 Dept 9	6 PAY DAY Incentive Pay	7
8 Pentecost	9	10 Dept 6 BCC	11 Dept 15	12 Dept 10	13	14 Flag Day
15 Father's Day	16	17 Dept 3 BCC	18 Dept 7 LBOT	19 Juneteenth WC Holiday Dept 1	20 PAY DAY	21
22	23	24 Dept 4 BCC	25 Dept 8	26 Dept 9 DBOH	27	28
29	30	1	2	3 PAY DAY	4 Independence Day WC Holiday	5
6	7	Notes				

# Washoe County

# July 2025

RENO JUSTICE COURT

June '25						
S	M	T	W	T	F	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					

August '25						
S	M	T	W	T	F	S
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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 '25						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1 Dept 6 BOFC	2 Dept 15	3 Dept 10 PAY DAY	4 Independence Day WC Holiday	5
6	7	8 Dept 3 BCC	9 Dept 7	10 Dept 1	11	12
13	14	15 Dept 4 BCC	16 Dept 8 LBOT	17 Dept 9	18 PAY DAY	19
20	21	22 Dept 6	23 Dept 15	24 Dept 10 DBOH	25	26
27	28	29 Dept 3	30 Dept 7	31 Dept 1	1 PAY DAY	2
3	4	Notes				

Washoe County

RENO JUSTICE COURT

August 2025

July '25


S	M	T	W	T	F	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 '25

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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 '25

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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	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1  PAY DAY	2
3	4	5  Dept 4	6  Dept 8	7  Dept 9	8	9
10	11	12  Dept 6	13  Dept 15	14  Dept 10	15  PAY DAY	16
17	18	19  Dept 3  BCC	20  Dept 7  LBOT	21  Dept 1	22	23
24	25	26  Dept 4  BCC	27  Dept 8	28  Dept 9  DBOH	29  PAY DAY	30
31	1 Labor Day WC Holiday	Notes				

Washoe County

RENO JUSTICE COURT

September 2025

August '25


S	M	T	W	T	F	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						

October '25

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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 '25

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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						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 Labor Day WC Holiday	2 Dept 6 BOFC	3 Dept 15	4 Dept 10	5	6
7	8	9 Dept 3 BCC	10 Dept 7	11 Patriot Day Dept 1	12 PAY DAY	13
14	15	16 Dept 4 BCC	17 Constitution Day Dept 8 LBOT	18 Dept 9	19	20
21	22	23 Rosh Hashanah Dept 6 BCC	24 Dept 15	25 Dept 10 DBOH	26 PAY DAY	27
28	29	30 Dept 3	1	2 Yom Kippur	3	4
5	6	Notes				

Washoe County

RENO JUSTICE COURT

October 2025

September '25


S	M	T	W	T	F	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				

November '25

S	M	T	W	T	F	S
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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 '25

S	M	T	W	T	F	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			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1 Dept 7	2 Yom Kippur Dept 1	3	4
5	6	7 Dept 4 BOFC	8 Dept 8	9 Dept 9	10 PAY DAY	11
12	13 Columbus Day Indigenous Peoples' Day (Federal Holiday only)	14 Dept 6 BCC	15 Dept 15 LBOT	16 Dept 10	17	18
19	20 Diwali	21 Dept 3 BCC	22 Dept 7	23 Dept 1 DBOH	24 PAY DAY	25
26	27	28 Dept 4 BCC	29 Dept 8	30 Dept 9	31 Halloween Nevada Day WC Holiday	1 Día de los Muertos
2	3	Notes				



## November 2025

October '25


S	M	T	W	T	F	S
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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	

December '25

S	M	T	W	T	F	S
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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			

January '26

S	M	T	W	T	F	S
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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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31 Halloween Nevada Day WC Holiday	1 Día de los Muertos
2 Daylight Savings	3	4  Dept 6  BOFC	5  Dept 15	6  Dept 10	7  PAY DAY	8
9	10	11 Veterans Day WC Holiday  Dept 3	12  Dept 7	13  Dept 1	14	15
16	17	18  Dept 4  BCC	19  Dept 8  LBOT	20  Dept 9  DBOH	21  PAY DAY	22
23	24	25  Dept 6	26  Dept 15	27 Thanksgiving WC Holiday  Dept 10	28 Family Day WC Holiday	29
30	1	Notes				

## December 2025

November '25

S	M	T	W	T	F	S
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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						

January '26

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '26

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2 Dept 3	3 Dept 7	4 Dept 1	5 PAY DAY	6
7 Pearl Harbor Day	8	9 Dept 4 BCC BOFC	10 Dept 8	11 Dept 9	12	13
14 Hanukkah begins  Last day to use Personal Leave	15	16 Dept 6 BCC	17 Dept 15 LBOT	18 Dept 10 DBOH	19 PAY DAY Incentive Pay	20
21	22	23 Dept 3	24 Christmas Eve Dept 7	25 Christmas Day WC Holiday Dept 1	26 Kwanzaa begins	27
28	29	30 Dept 4	31 New Year's Eve Dept 8	1 New Year's Day WC Holiday Dept 9	2	3
4	5	Notes Last day to use Vacation in excess of 240 hours is Sunday 1/11/2026			