


CITY OF LAS VEGAS
ADMINISTRATIVE REGULATION



SUBJECT: 2025 Holiday Leave and Pay Period Calendar

ADMINISTRATIVE NUMBER: A-24-260
REVISION: 11/20/2024
SUPERSEDES: All
EFFECTIVE DATE: January 1, 2025
PAGE(S): 4

APPROVED BY:



Tim Montgomery, City Manager

- I. **PURPOSE:** The purpose of this administrative regulation is to set forth the Holiday Leave and Pay Period Calendar for 2025.
- II. **OBJECTIVE:** The primary objective is to develop an Administrative Regulation to provide City employees with a Calendar of City Observed Paid Holidays and Pay Period Schedule.
- III. **AUTHORIZATION:** Personnel Ordinance § 66-51 authorizes 92 hours of holiday leave per year; however holidays may be added yearly as per the Federal Holiday Calendar and any other City observed holidays. The City of Las Vegas Holiday Calendar must be approved by the Governing Body at the end of every year and will remain set for the new upcoming year.
- IV. **ATTACHMENTS:** (1) Holiday list and days Observed (2) 2025 Calendar with Pay Period Ending, Paydays and Holidays Observed (3) Pay Period Schedule.

Administrative Regulation No. A-24-260

HOLIDAY CALENDAR 2025

Effective Date: January 1, 2025 Subject: Personnel

New Years Day (January 1, 2025)	Will be observed Wednesday, January 1, 2025
Martin Luther King Day (January 20, 2025)	Will be observed Monday, January 20, 2025
Lincoln's Birthday (February 12, 2025)	Will be observed Friday November 28, 2025
President's Day (February 17, 2025)	Will be observed Monday, February 17, 2025
Good Friday (April 18, 2025)	Will be observed Friday, April 18, 2025 (8 hours)
Memorial Day (May 26, 2025)	Will be observed Monday, May 26, 2025
Juneteenth (June 19, 2025)	Will be observed Thursday, June 19, 2025
Independence Day (July 4, 2025)	Will be observed Friday, July 4, 2025
Labor Day (September 1, 2025)	Will be observed Monday, September 1, 2025
Indigenous People's Day (October 13, 2025)	Will be observed Monday, October 13, 2025
Veteran's Day (November 11, 2025)	Will be observed Tuesday, November 11, 2025
Thanksgiving Day (November 27, 2025)	Will be observed Thursday, November 27, 2025
Christmas Day (December 25, 2025)	Will be observed Thursday, December 25, 2025
Day After Christmas Day (December 26, 2025)	Will be observed Friday, December 26, 2025
Personal Holiday (8hours)	Will be observed during the year



City Manager

12/02/2024

Date

JANUARY 2025

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 2025

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

MARCH 2025

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025

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20	21	22	23	24	25	26
27	28	29	30			

MAY 2025

S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025

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

JULY 2025

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20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2025

S	M	T	W	T	F	S
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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						

SEPTEMBER 2025

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

OCTOBER 2025

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

NOVEMBER 2025

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

DECEMBER 2025

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

PAYPERIOD ENDING

PAYDAY

HOLIDAY

PAY PERIOD	DATES	CHECK Date
1	12/14/24 - 12/27/24	1/3/25
2	12/28/24 - 1/10/25	1/17/25
3	1/11/25 - 1/24/25	1/31/25
4	1/25/25 - 2/7/25	2/14/25
5	2/8/25 - 2/21/25	2/28/25
6	2/22/25 - 3/7/25	3/14/25
7	3/8/25 - 3/21/25	3/28/25
8	3/22/25 - 4/4/25	4/11/25
9	4/5/25 - 4/18/25	4/25/25
10	4/19/25 - 5/2/25	5/9/25
11	5/3/25 - 5/16/25	5/23/25
12	5/17/25 - 5/30/25	6/6/25
13	5/31/25 - 6/13/25	6/20/25
14	6/14/25 - 6/27/25	7/4/25
15	6/28/25 - 7/11/25	7/18/25
16	7/12/25 - 7/25/25	8/1/25
17	7/26/25 - 8/8/25	8/15/25
18	8/9/25 - 8/22/25	8/29/25
19	8/23/25 - 9/5/25	9/12/25
20	9/6/25 - 9/19/25	9/26/25
21	9/20/25 - 10/3/25	10/10/25
22	10/4/25 - 10/17/25	10/24/25
23	10/18/25 - 10/31/25	11/7/25
24	11/1/25 - 11/14/25	11/21/25
25	11/15/25 - 11/28/25	12/5/25
26	11/29/24 - 12/12/25	12/19/25