



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

MEMORANDUM
HR#57-18

October 31, 2018

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: CIVIL LEAVE TO VOTE ON ELECTION DAY

The Division of Human Resource Management would like to remind State of Nevada Employees that civil leave to vote on Election Day, November 6, 2018, is available in certain circumstances per [NRS 293.463](#) and [NAC 284.586](#). Civil leave, which is paid leave not taken from an employee's leave balances, is granted to vote on election day if the employee requested leave to vote prior to election day and it is impractical for the employee to vote before or after his or her workday. Please note, civil leave may not be used for early voting. For more information on Civil Leave please go to HR 1-2-3 at http://hr.nv.gov/Resources/Publications/HR123/HR_1-2-3_Topics/.

If you have any additional questions regarding the use of leave, please contact Carrie Hughes at cphughes@admin.nv.gov or (775) 684-0111.

PL:dws/cl