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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***

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**MEMORANDUM**

**HR# 06-24**

February 1, 2024

**TO:** All Executive Branch Staff

**FROM:** Bachera Washington, Administrator *Bachera Washington*  
Division of Human Resource Management

**SUBJECT:** PAID FAMILY LEAVE (PFL)

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[2023 Nevada Legislative Session Assembly Bill 376](#) established a new benefit for State employees. On January 1, 2024, a new provision for paid family leave (PFL) became available. This provision provides eligible employees with qualifying leave events with 50% of their regular wages for up to 8 weeks with no impact to their accrued leave banks.

The eligibility criteria for PFL are:

- Being employed for not less than 12 consecutive months; and
- Having accrued 40 hours of sick leave.

PFL will provide 50% of an employee's regular wage for up to 8 weeks within a 12-month period<sup>1</sup> to:

- Bond with a newborn child of the employee or the employee's domestic partner;

- Bond with a newly adopted child;
- Recover from or undergo treatment for a serious illness;
- Care for a seriously ill parent, sibling, child by blood, adoption or marriage, spouse, grandparent, or grandchild; or
- Attend a military event or care for an essential need resulting from the military deployment to a foreign country<sup>2</sup> of a parent, sibling, child by blood, adoption or marriage, spouse, grandparent, or grandchild.

Both a request form and medical certification forms have been developed and are available on [hr.nv.gov](http://hr.nv.gov) under [Forms/Attendance and Leave](#). Additionally, PFL FAQs have been composed and are available on the [Division of Human Resource Management's HR Reference Guide](#).

How will PFL be processed? An employee who is approved for PFL will code their timesheet with the leave code, Paid Family Leave (UPFL), for all hours of leave that are approved. For example, an employee approved for PFL for one work week, whose regular schedule is 8 hours per day (Monday through Friday), would code each work day on their timesheet with 8 hours of PFL. If PFL is utilized concurrently with Family and Medical Leave (FMLA) protections, the leave code will be UFMFL.

If you have questions regarding PFL, please first work with your agency HR representative and Carrie Hughes at [cphughes@admin.nv.gov](mailto:cphughes@admin.nv.gov) or (775) 684-0111 for central DHRM questions.

BW:cph

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<sup>1</sup> The 12-month period will be rolling and measured forward from the employee's hire date.

<sup>2</sup> Includes, without limitation, arranging for child or parental care during deployment, representing the military family member at a federal, state, or local event during deployment and addressing issues due to the death of the military family member.