



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

Memo PERD 15-10
March 17, 2010

TO: Department Directors
Division Administrators

FROM: Teresa Thienhaus, Director
Department of Personnel

SUBJECT: 2009 Catastrophic Leave Summary

A handwritten signature in cursive script, reading "Teresa Thienhaus".

NRS 284.3625 and NAC 284.576 require the Department of Personnel (DOP) to monitor catastrophic leave activity. As such, DOP is requesting each agency/department complete a *2009 Catastrophic Leave Summary* report.

The *2009 Catastrophic Leave Summary* template and detailed instructions can be downloaded as an Excel file from the DOP website at: <http://dop.nv.gov/forms.html#payroll>. To ensure accurate reporting and facilitate compilation of the data, the 2009 report template must be completed and submitted as an Excel file.

If an agency/department had no catastrophic leave activity for calendar year 2009, no report form is required. However, a short memo stating there was no activity must be submitted.

The completed *2009 Catastrophic Leave Summary* must be submitted as an Excel file to adrost@dop.nv.gov no later than April 16, 2010. If you have questions about this report or the data to be reported, contact Adam Drost at (775) 687-9091 or adrost@dop.nv.gov.

Please note that all agencies which are part of Central Payroll must reconcile the report data to the HR Data Warehouse. Instructions related to this reconciliation process are included in the report template.

Thank you in advance for the time and effort required to complete this report.

TT:ad

cc: Agency Personnel Liaisons
Agency Personnel Representatives