




DEPARTMENT OF PERSONNEL
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MEMO PERD #27-10
April 20, 2010

TO: Department Directors

FROM: Teresa Thienhaus, Director 
Department of Personnel

SUBJECT: Quarterly Catastrophic Leave Summary

Beginning calendar year 2010, agencies will be required to submit Catastrophic Leave Summary Reports on a quarterly basis. These quarterly reports will replace the annual report and allow the Department of Personnel to better monitor catastrophic leave activity as required by NRS 284.3625 and NAC 284.576.

The Quarterly Catastrophic Leave Summary template and detailed instructions can be downloaded as a Microsoft 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 quarterly report template must be completed as a Microsoft Excel file and submitted to adrost@dop.nv.gov.

Along with the change in the frequency of this report, other changes include:

- **The due date for these reports will be 30 days after the end of a quarter.**
- Activity included in the report must be processed within the reported quarter.
- Agencies having no catastrophic leave activity for a quarter must submit a report showing no activity.

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.

If you have questions about this report, contact Adam Drost at (775) 687-9077 or adrost@dop.nv.gov. Thank you in advance for the time and effort required to complete this report.

TT:ad

cc: Agency Personnel Liaisons
Agency Personnel Representatives
Division Administrators