



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

MEMO PERD #72/09
December 10, 2009

TO: Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Pay Clerks

FROM: Teresa J. Thienhaus, Director
Department of Personnel

A handwritten signature in cursive script that reads "Teresa J. Thienhaus".

SUBJECT: ADMINISTRATIVE LEAVE ON SNOW DAY

Since Monday's closure of state offices, there have been a number of questions raised regarding the use of Administrative Leave and the coding of timesheets. This memorandum is intended to clarify how the Governor's Office intended for all state departments and agencies to handle this event.

Employees that were not going to be at work on 12/07/09 such as for furlough, annual leave, illness, leave without pay, regular day off, etc. are not eligible for Administrative Leave due to the closure of state offices. Additionally, employees that telecommute from a home office are not eligible for Administrative Leave.

Employees that were scheduled to work on 12/07/09 and (1) were unable to report to work due to road conditions, (2) were attempting to report to work but became aware of the closure of state offices and returned home prior to reporting for work, (3) were sent home from work due to the closure, or (4) were in other similar situations are eligible for Administrative Leave for any hours of the employee's shift that they did not work.

Essential employees that were able to report to work and were required to work will receive the compensation that they would normally have been entitled to on that day. They do not receive Administrative Leave on another day to offset the Administrative Leave granted to non-essential employees.

If you have further questions regarding this information, please contact Shelley Blotter, Division Administrator Employee and Management Services, at sblotter@dop.nv.gov or at (775) 684-0105.

cc: Robin Reedy, Chief of Staff, Governor's Office