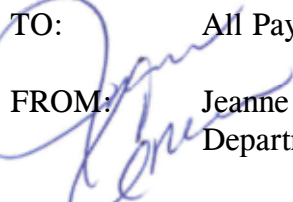




**DEPARTMENT OF PERSONNEL**  
**209 East Musser Street, Room 101**  
**Carson City, Nevada 89701-4204**  
**(775) 684-0150**  
**<http://dop.nv.gov>**

**MEMO PERD #08/07**  
February 16, 2007

TO: All Payroll Clerks

FROM:  Jeanne Greene, Director  
Department of Personnel

SUBJECT: DAYLIGHT SAVINGS TIME

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Daylight Savings Time will begin on Sunday, March 11, 2007, at 2:00 a.m. Employees who are working a shift during this time will lose an hour of work.

As explained in NAC 284.220, Subsection 1:

"An employee, other than an exempt classified employee or exempt unclassified employee, who loses an hour of work during his scheduled shift because of a change of time to daylight savings time may, with the approval of the appointing authority, elect to take an hour of annual leave, compensatory time or leave without pay or must be scheduled to work an additional hour."

Employees paid through Central Payroll should note in the explanation column of the timesheet if they are making up the additional hour. Do not code Regular Time (PRT) for this time.

If you have additional questions, please contact Central Payroll at (775) 687-9077.

JG:sb

cc: Department Directors  
Division Administrators  
Agency Personnel Liaisons  
Agency Personnel Representatives