

Brian Sandoval
Governor



Jeff Mohlenkamp
Director

Lee-Ann Easton
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

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MEMO PERD #14/12
March 01, 2012

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

FROM: Lee-Ann Easton, Administrator
Division of Human Resource Management

SUBJECT: Daylight Saving Time

Daylight Saving Time will begin Sunday, March 11, 2012, at 2:00 a.m. Employees who are working a shift during this time will lose one 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 saving 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.

If you have additional questions, please contact the Division of Human Resource Management's Central Payroll section at (775) 687-9077.

Thank you,

A handwritten signature in blue ink that reads "Lee-Ann Easton".

Lee-Ann Easton, Administrator