



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
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**MEMO PERD #52/12**

December 20, 2012

**TO:** Department Directors  
Division Administrators  
Agency Personnel Liaisons  
Agency Personnel Representatives

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

**SUBJECT:** Revised Forms and Publications

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The Division of Human Resource Management has made the following updates to the forms and publications available on our website.

**Attendance & Leave**

Family and Medical Leave Act

- The Family and Medical Leave Act Overview, the FMLA Leave of Absence Form (NPD-60) and the Certification for Serious Injury or Illness of Covered Service member for Military Family Leave (NPD-85) have been revised to remove references to military caregiver leave to care for a veteran. These changes were made due to the position the U.S. Department of Labor Wage and Hour Division has taken on when this FMLA provision becomes effective: "It is the Department's position that employers are not required to provide employees with military caregiver leave to care for a veteran until the Department defines a qualifying serious injury or illness of a veteran through regulation." (Federal Register, Vol. 77, No. 31, p. 8962)

Catastrophic Leave

- The Request to Receive Catastrophic Leave Donations (PAY-23) form has been revised to reflect the replacement of the PAY-23C form. The PAY-23C form has been replaced by two different forms, one a physician's certification for an employee's own qualifying event (PAY-23CE) and one for an immediate family

- member's qualifying event (PAY-23CF), to comply with the Genetic Information Nondiscrimination Act of 2008 (GINA).
- The [Notice of Intent to Donate Leave/Request to Transfer Leave/Notice of Return of Excess Donated Leave](#) (NPD-25) has been changed to allow an employee to indicate willingness to allow his or her identity as a donor to be shared with the recipient upon the recipient's request.

#### Military Leave

- The [Differential Pay for Active Military Duty Policy and Procedure \(ML-1\)/Contact and Disbursement Information Form \(ML-2\)/Military Leave and Earnings Statement Submittal \(ML-3\)](#) have been revised to replace legislative bill language with revised statute language.

### **USERRA Overview**

- The [Overview of the Uniformed Services Employment & Reemployment Rights Act \(USERRA\) and related Nevada Revised Statutes and Nevada Administrative Code](#) has been revised and reorganized. The Overview has been revised to include clarification on USERRA coverage for hostile work environment claims based on the VOW to Hire Heroes Act. The Overview has also been reorganized on a subject basis (e.g. eligibility, reemployment, benefits) to assist with locating related information.

### **Recruitment/Examination/Employment**

#### Essential Functions

- The [Essential Functions Job Analysis](#) (ADA-1) has been revised to reflect changes to the Nevada Administrative Code.
- The [Essential Functions & Associated Factors](#) (ADA-3) has been changed to allow for more flexibility in its use and now includes an instructions page.

If you have any questions, you may contact Carrie Hughes at [cphughes@admin.nv.gov](mailto:cphughes@admin.nv.gov) or (775) 684-0111.

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