



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | [www.hr.nv.gov](http://www.hr.nv.gov) | Fax: (775) 684-0124

**MEMORANDUM**  
**HR#20-14**

March 3, 2014

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

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

**SUBJECT:** Daylight Saving Time

---

Daylight Saving Time will begin Sunday, March 9, 2014, 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.

LE:kj/tp