



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#74-15

December 10, 2015

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

The Division of Human Resource Management has updated several forms used for catastrophic leave based on Senate Bill 188 of the 2015 Legislative Session. This bill amended the definition of “catastrophe” as used in the catastrophic leave statutes and regulations. Effective January 1, 2016, “motor vehicle crash” is included as a basis for a request for catastrophic leave. The forms can be accessed using the links below:

- [Request to Receive Catastrophic Leave Donations \(Pay-23\)](#)
- [Physician’s Certification for Catastrophic Leave Request – Employee \(Pay-23CE\)](#)
- [Physician’s Certification for Catastrophic Leave Request – Immediate Family Member](#)

If you have any questions, please contact Carrie Hughes at cphughes@admin.nv.gov or (775) 684-0111.

LE:mg/tp