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MEMORANDUM

HR#62-20

December 23, 2020

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: Revision #1, *Rules for State Personnel Administration*

The 31st Special Legislative Session 2020 recently adopted several statute (NRS) changes which are referenced in the [Rules for State Personnel Administration](#), therefore the publication has been updated on our website. Replacement pages for [Revision #1](#) are also available on our website.

Amendments and/or newly created regulations (NAC) impacted by these statute changes will be proposed to the Personnel Commission. Once approved and adopted, another memorandum will follow indicating available revision updates to the *Rules for State Personnel Administration*.

NRS revisions that were approved and in effect but not yet codified, are in bold and italic font. The following is a summary of the referenced statutes and those changes:

NRS 284.350 Annual Leave

Effective calendar year 2020 and 2021, with certain exceptions, the limitation on the amount of annual leave an employee is authorized to carry forward from each of those calendar years to the next has increased from 30 working days to 40 working days. Annual leave in excess of 40 working days must be used before January 1 of the year following the year in which the annual leave in excess of 40 working days is accumulated or the amount of annual leave in excess of 40 working days will be forfeited on that date.

NEW Furlough Leave

During the period between January 1, 2021 and June 30, 2021, each full-time state employee is required to take 48 hours of unpaid furlough leave, and part-time employees to take a proportional amount of such hours. The furlough leave must be approved and scheduled in advance. If due to business necessity, the employee's appointing authority may determine the minimum increment

of furlough leave to be taken at one time and may direct the furlough leave be taken on a specific day and/or time. You can find more information regarding furlough leave by visiting the [Frequently Asked Questions](#) page on the Division of Human Resource Management’s website.

Updated pages with the corresponding sections of the rulebook are listed in the chart below:

| SECTION | PAGE NO. |
|-----------------------|------------|
| Table of Contents | vii – viii |
| Attendance and Leaves | 7 – 40 |
| Index | 1 – 10 |

Please Note: It is necessary to use the [Rules for State Personnel Administration](#) publication as a reference to NAC 284 because the Law Library on the Nevada Legislature’s website does not reflect all regulations that have been approved and are currently in effect.

Please ensure that everyone on your distribution list receives a copy. If you have any questions, please contact Denise Woo-Seymour at dseymour@admin.nv.gov or (775) 684-0149.

PL:dws