

## AGENCY REQUEST TO EXTEND INTERNAL ADMINISTRATIVE INVESTIGATION

An investigation pursuant to NRS 284.385 must be investigated and the employee notified of the determination within 90 days after the employee is provided notice of the allegations on the *Notice of Employee Rights During an Internal Investigation* (NPD-32) form. This form must be used to request such an extension of not more than 60 days from the Administrator.

### Subject of Internal Administrative Investigation

Employee Name:

Employee Title:

Employee ID:

### Extension Request Information

Date employee served Notice of Employee Rights During an Internal Investigation (NPD-32):

Extension date requested (Please note a request for an extension must be submitted prior to exhaustion of the initial 90-day period):

Please describe the cause for delay in notifying the employee of determination:

### Appointing Authority or Designee Information

Agency or Department:

Name:

Title:

Phone Number:

Email:

DHRM Approval:

**Approved**

**Denied**

DHRM Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email request to:

Bachera Washington, Administrator  
Division of Human Resource Management  
c/o Ernestina Hernandez  
[ernestinahernandez@admin.nv.gov](mailto:ernestinahernandez@admin.nv.gov)  
Phone (775) 684-0135

cc: Employee or Employee Representative

Form HR-40

1/2024