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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
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**MEMORANDUM**  
**HR# 24-21**

July 23, 2021

**TO:** DHRM Listserv Recipients

**FROM:** Frank Richardson, Administrator *Frank Richardson*  
Division of Human Resource Management

**SUBJECT:** LEAVE RELATED TO THE TAMARACK FIRE

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The Tamarack fire has affected many in Northern Nevada, including State of Nevada employees and their families, with heavy smoke and ash fall, evacuation orders (mandatory, voluntary and be prepared to evacuate) and highway and road closures.

Impacted employees who live in Douglas County may be granted administrative leave by their appointing authority to leave work in response to an evacuation order. (NAC 284.589(4)(b))

If an employee's situation does not qualify for administrative leave, it is recommended that agencies still work with impacted employees to allow them to address emergency situations. Subject to an agency's business needs and an employee's duties, employees with situations that do not qualify for administrative leave may be offered annual leave, compensatory time, leave without pay, flexible hours or telecommuting.

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