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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
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**MEMORANDUM**  
**HR#42-21**

November 01, 2021

**TO:** Agency Personnel Liaisons

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

**SUBJECT:** LEAVE FOR COVID-19 BOOSTER SHOTS

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The Division of Human Resource Management (DHRM) would like to remind Department Leadership to actively encourage vaccination. Recently we have learned that the booster shot is available to many of the State's employees. DHRM would like to clarify that paid administrative leave, capped at four hours, is available for employees to receive a COVID-19 booster shot and for any side effects. If additional leave is necessary related to this process, sick leave must be used.

Please have your supervisors and agency pay clerks check timesheets to ensure that the correct reason code is used when employees claim COVID administrative leave and that employees adhere to this limit.

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

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