



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
515 E. Musser Street, Suite 101 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 687-9085

**MEMORANDUM**  
**HR #36-25**

September 18, 2025

**TO:** State of Nevada Employees  
**FROM:** DHRM – Central Payroll and Records  
**SUBJECT:** Annual Leave Forfeiture

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This is a reminder regarding the annual leave forfeiture policy and the required procedures to manage leave balances as we approach the end of the year.

Nevada Revised Statute (NRS) 284.350 limits some employees from carrying more than 240.00 hours of annual leave from one calendar year to the next. Any hours in excess of 240.00 will be forfeited at the end of the calendar year unless the following conditions are met:

1. The employee must request annual leave on or before October 15, 2025. The annual leave requested may be for any time through December 31, 2025.
2. The request for annual leave must be denied in writing.
3. An employee who has final authority to approve the use of his/her own leave, did not receive payment for annual leave hours in excess of 240.00 the preceding calendar year.

Due to ongoing system issues with NEATS, supervisors are not required to process annual leave requests for forfeiture prevention or payout in NEATS at this time. However, all leave requests must still be submitted and documented in writing (e.g., email or written memo) and reviewed by the employee's supervisor. Employees can view their current Annual Leave Balance on their most recent pay stub or on the Home Page of NEATS under the Time and Leave section.

Payment for hours in excess of 240.00 that meet these conditions will occur no later than January 31, 2026. Those employees who have final authority to approve the use of their own leave and received payment for annual leave hours in excess of 240.00 the preceding calendar year will not be eligible for payment this year.

Employees covered under a Collective Bargaining Agreement (CBA) should review their respective CBA to determine if they fall under the 240-hour rule. CBAs are located on DHRM's Sharepoint page. <https://nv.sharepoint.com/sites/DOA-DHRM>