Joe Lombardo
Governor

Joy Grimmer
Director

Mandy Hagler
Deputy Director

Bachera Washington
Administrator

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# 40-26

October 23, 2026

TO: All Employees

FROM: Bachera Washington, Administrator *Bachera Washington*
Division of Human Resource Management

SUBJECT: Civil Leave

The Division of Human Resource Management would like to remind State of Nevada employees that civil leave to vote is available in certain circumstances per NRS 293.463 and NAC 284.586.

Civil leave, which is paid leave not taken from an employee's leave balances, must be granted to vote during the period for early voting or on the day of an election if the employee requested leave to vote prior to the day on which the employee wishes to take such leave. For more information on civil leave please go to HR 1-2-3 at http://hr.nv.gov/Resources/Publications/HR123/Attendance/Voting/

Employees who did not take advantage of mail-in voting or early voting, are still able to vote on Election Day, November 3, 2026.

If you have questions regarding the use of civil leave, please contact Carrie Hughes at cphughes@admin.nv.gov.