



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

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MEMORANDUM
HR #01-22

January 28, 2022

TO: Agency Personnel Liaisons
DHRM Listserv Recipients

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

SUBJECT: Personal Leave for Employees in Bargaining Units A, E, F, & I (AFSCME CBA)

Article XI – Leave, of the collective bargaining agreement (CBA) between the State of Nevada and AFSCME, Local 4041, states:

Full-time employees shall accrue two (2) Personal Leave days per calendar year on January 1.

Part-time employees shall accrue one (1) Personal Leave day (8 hours) each year on January 1.

Personal Leave may be used on the same basis as Annual Leave except that Personal Leave must be used in full day increments.

Personal Leave may not be carried over from one year to the next and has no cash value upon separation from State service.

To be eligible for Personal Leave an employee must be in a job classification grouped in one of the following Bargaining Units:

Bargaining Unit A – Labor, Maintenance, & Custodial
Bargaining Unit E – Professional Healthcare
Bargaining Unit F – Non-Professional Healthcare
Bargaining Unit I – Category III Peace Officers

Employees who wish to request the use of Personal Leave must do so using their Department/Division's prescribed Annual Leave request process, and approval or denial is subject to the same approval parameters as Annual Leave. Please note that for the purposes of Personal Leave, a Personal Leave day is equal to the hours an employee is regularly scheduled to work. If an employee regularly works a 5/8's schedule, their Personal Leave day is 8 hours. If an employee regularly works a 4/10's schedule, their Personal Leave day is 10 hours. Part-time employees are excepted as stated above.

Until the new Payroll system is fully up and running, employees using Personal Leave should code their timecards as Administrative Leave with a notation that it is Personal Leave/AFSCME.

Please distribute this information throughout your Departments and Divisions.

If you have questions, please contact the LRU at laborrelations@admin.nv.gov or 775-684-0108.

Thank you.

FR:mb