



**DEPARTMENT OF PERSONNEL**  
**209 East Musser Street, Room 101**  
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**(775) 684-0150**  
**<http://dop.nv.gov>**

**MEMO PERD #7/11**  
**March 7, 2011**

**TO:** Department Directors  
Division Administrators

**FROM:** Teresa Thienhaus, Director  
Department of Personnel

A handwritten signature in cursive script, reading "Teresa Thienhaus".

**SUBJECT:** Daylight Saving Time

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Daylight Saving Time will begin on Sunday, March 13, 2011, at 2:00 a.m. Employees who are working a shift during this time will lose one hour of work.

As explained in NAC 284.220, Subsection 1:

"An employee, other than an exempt classified employee or exempt unclassified employee, who loses an hour of work during his scheduled shift because of a change of time to daylight saving time may, with the approval of the appointing authority, elect to take an hour of annual leave, compensatory time or leave without pay or must be scheduled to work an additional hour."

Employees paid through Central Payroll should note in the explanation column of the timesheet if they are making up the additional hour. Do not code Regular Time (PRT) for this time.

If you have additional questions, please contact the Department of Personnel's Central Payroll section at (775) 687-9077.

TT:ad

cc: Payroll Clerks  
Agency Personnel Liaisons  
Agency Personnel Representatives