



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | [www.hr.nv.gov](http://www.hr.nv.gov)

**MEMO PERD #47/13**

October 17, 2013

**TO:** Nevada County Libraries  
State Library and Archives

**FROM:** Lee-Ann Easton, Administrator *Lee-Ann Easton*  
Division of Human Resource Management

**SUBJECT:** NOTICE OF WORKSHOP – Amendment to NAC 284

---

The regulation change included with this memorandum is being proposed for permanent adoption. In order to review the proposed regulation and solicit comments from interested persons, a workshop will be held at 1:30 p.m. on November 6, 2013 at the Legislative Counsel Bureau, Room 2135, 401 S. Carson St., Carson City, Nevada and by video conference at the Grant Sawyer Building, Room 4406, 555 E. Washington Avenue, Las Vegas, Nevada. An informational note explaining the nature and purpose of the proposed change precedes the regulation.

Please circulate or post the enclosed *Notice of Workshop to Solicit Comments on Proposed Permanent Regulation* along with the text of the proposed regulation. We are asking libraries to post this information to inform the public of the workshop.

LE:cr/tp

Enclosures

**NOTICE OF WORKSHOP  
TO SOLICIT COMMENTS ON PROPOSED PERMANENT REGULATION**

The Division of Human Resource Management, 100 N. Stewart Street, Carson City, Nevada, telephone number (775) 684-0148, is proposing the permanent adoption of the regulation pertaining to Chapter 284 of Nevada Administrative Code. A workshop has been set for 1:30 p.m. on November 6, 2013 at the Legislative Counsel Bureau, Room 2135, 401 S. Carson St. Carson City, Nevada and by video conference at the Grant Sawyer Building, Room 4406, 555 East Washington Avenue, Las Vegas, Nevada. The purpose of the workshop is to solicit comments from interested persons on the following general topic that may be addressed in the proposed regulation:

**Regulation Leadline:**

**NAC #**

Military leave with pay

New

A copy of all materials relating to the proposal may be obtained at the workshop or by contacting the Division of Human Resource Management offices at 100 Stewart Street, Suite 200, Carson City, Nevada, telephone number (775) 684-0136, or 555 East Washington Avenue, Suite 1400, Las Vegas, Nevada, telephone number (702) 486-2900. A reasonable fee for copying may be charged.

This Notice of Workshop to Solicit Comments on Proposed Permanent Regulation has been sent to all persons on the agency's mailing list for administrative regulations and posted at the following locations.

**CARSON CITY**

Bladel Building, 209 E. Musser St.  
NV State Library and Archives, 100 N. Stewart St.  
Legislative Counsel Bureau, 401 S. Carson St.

**LAS VEGAS**

Grant Sawyer State Office Building,  
555 E. Washington Ave.

This Notice of Workshop to Solicit Comments on Proposed Permanent Regulation has been sent to:

**ALL STATE AGENCIES**

**ALL NEVADA COUNTY PUBLIC LIBRARIES**

---

*NOTE: We are pleased to make reasonable accommodations for individuals with disabilities who wish to attend the meeting. If special arrangements for the meeting are necessary, please notify the Division of Human Resource Management, in writing, at 100 N. Stewart Street, Room 200, Carson City, Nevada 89701-4204 or call Michelle Garton at (775) 684-0136, no later than five working days before the meeting.*

---



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | [www.hr.nv.gov](http://www.hr.nv.gov)

**REGULATIONS WORKSHOP\***

**DATE:** November 6, 2013

**TIME:** 1:30 p.m.

**PLACE:** Legislative Counsel Bureau                      Grant Sawyer Building  
Room 2135    Room 4406  
401 S. Carson St.    555 East Washington Ave  
Carson City, Nevada    Las Vegas, Nevada

The sites will be connected by videoconference. The public is invited to attend at either location.

**AGENDA**

1. Call To Order
2. Review of proposed changes to NAC 284  
Regulation Leadline:    NAC # :  
Military leave with pay    New
3. Adjournment

\* This workshop will be conducted in accordance with the Open Meeting Law (NRS 241.020).

**NOTE:** Comments by the general public will be taken following a description of the proposed regulation changes. Public comment may be limited to 15 minutes per person at the discretion of the staff member conducting the workshop.

If anyone has questions or wish to discuss in further detail, the item scheduled for this regulations workshop, please contact Michelle Garton at (775) 684-0136.

**Notices have been posted on the Division of Human Resource Management's website at [www.hr.nv.gov](http://www.hr.nv.gov) and at the following locations:**

Division of Human Resource Management - Bladell Building, 209 East Musser Street, Carson City, Nevada

Library and Archives - 100 N. Stewart Street, Carson City, Nevada

Legislative Building – 401 S. Carson Street, Carson City, Nevada

Grant Sawyer Office Building - 555 East Washington Avenue, Las Vegas, Nevada

We are pleased to make reasonable accommodations for individuals with disabilities who wish to attend the meeting. If special arrangements for the meeting are necessary, please notify Michelle Garton, in writing at 100 N. Stewart Street, Room 200, Carson City, Nevada 89701, or by calling (775) 684-0136 no later than five working days prior to the meeting.

**Explanation of Proposed Change:** This amendment, proposed by the Division of Human Resource Management, will clarify the how provisions of NRS 281.145 will be applied to public officers and employees of the Executive Department of State Governor. This includes clarifying the meaning of the term “working day” and the allowance of 39 days of paid leave as provided for in AB 364 of the 2013 Legislative Session.

**New Section. Military leave with pay. (NRS 281.145)**

*1. This section applies to any public officer or employee of any agency of the Executive Department of the State Government.*

*2. As used in this section “work schedule” means the standard schedule for a position; short-term fluctuations, one-time events, overtime, standby and callback are not considered unless the change becomes the regularly assigned schedule.*

*3. As used in this section “working day” means a period of work consisting of the number of hours regularly scheduled and does not include overtime, standby or callback.*

*4. Pursuant to NRS 281.145, military leave with pay must be granted to a public officer or employee:*

*a. Whose work schedule does not include any portion of Saturday or Sunday, a maximum of 15 working days of military leave with pay in a calendar year to serve under orders.*

*b. Whose work schedule includes any portion of Saturday or Sunday, a maximum of 39 working days of military leave with pay in a calendar year to serve under orders.*

*(1) If a public officer’s or employee’s work schedule is changed to no longer include any portion of a Saturday or a Sunday in a calendar year, the public officer or employee will be entitled to no more than 15 working days of military leave with pay after the change of schedule and a total of 39 days for the calendar year.*

*(2) If a public officer’s or employee’s work schedule is changed from not including any portion of Saturday or Sunday to including any portion of Saturday or Sunday in a calendar year, the public officer or employee will be entitled to a maximum of 39 working days of military leave with pay for the calendar year from the effective date of the change of the public officer’s or employee’s work schedule but is not eligible for more than 15 days of military leave prior to the change of schedule. If more than 15 days of leave is taken to serve under military orders prior to the employee being eligible for up to 39 days, military leave with pay cannot be granted retroactively.*

Brian Sandoval  
Governor



Jeff Mohlenkamp  
Director

Lee-Ann Easton  
Administrator

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | [www.hr.nv.gov](http://www.hr.nv.gov) | Fax: (775) 684-0124

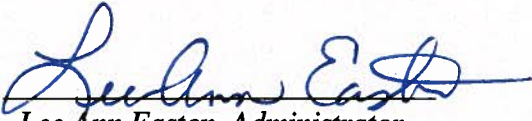
October 16, 2013

**Regulation Small Business Impact Statement**

The Division of Human Resource Management has determined that the adoption of the attached proposed regulation does not impose a significant economic burden on small businesses, nor will it restrict the formation, operation or expansion of small business.

These regulations only impact the classified service of Executive Branch departments and the Nevada System of Higher Education.

*I certify that to the best of my knowledge or belief, a concerted effort was made to determine the impact of the proposed regulation on small business and that the information contained in this statement is accurate.*

  
Lee-Ann Easton, Administrator

  
Date