



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

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MEMORANDUM
HR #09-15

March 3, 2015

TO: Department Directors
Division Administrators

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

SUBJECT: Daylight Saving Time

Daylight Saving Time will begin Sunday, March 8, 2015, 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.

If you have additional questions, please contact the Division of Human Resource Management's Central Payroll section at (775) 687-9077.

LE:kj/tp

cc: Payroll Clerks
Agency Personnel Liaisons
Agency Personnel Representatives