

Joe Lombardo  
Governor



Jack Robb  
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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
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**MEMORANDUM**

August 25, 2023

**TO:** Labor Relations Listserv Recipients  
**FROM:** Labor Relations, DHRM  
**SUBJECT:** AFSCME Personal Leave Distribution – New Hires 7/1/2023 through 12/31/2023

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Effective July 1, 2023, through December 31, 2023, any new hire with a title code covered under bargaining units A, E, or F, will receive two Personal Leave days.

The following guidelines still apply:

- Personal Leave may not be carried over from one calendar year to the next and has no cash value upon separation from State service.
- Personal Leave may be approved or denied per the department's operational needs and must be used in full day increments.
- Personal Leave should be requested by the employee through NEATS and coded as Admin Leave (UADM) with a reason code of (U2).

We appreciate your cooperation. If you have any questions, please contact Corrine Cosentino by email at [ccosentino@admin.nv.gov](mailto:ccosentino@admin.nv.gov) or by phone at (775) 684-0119.

Thank you,

*Labor Relations*