



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
Labor Relations Unit

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PERSONAL LEAVE GUIDANCE 2023-2025

**American Federation of State, County and Municipal Employees (AFSCME)
Collective Bargaining Agreement (CBA)**

- On January 1, 2024, all current employees covered under Bargaining Units A, E, & F will receive 4 Personal Leave days. Any employee hired during the calendar year 2024 will receive 4 personal leave days, regardless of date of hire. Personal Leave will reset on January 1, 2025, and follow the same guidelines.
- Personal Leave may not be carried over from one 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).

**Fraternal Order of Police (FOP) & Nevada Police Officer Association (NPOA)
Collective Bargaining Agreement (CBA)**

- On January 1, 2024, all current employees covered under Bargaining Unit I will receive 2 Personal Leave days. Any employee hired during the calendar year 2024 will receive 2 personal leave days, regardless of date of hire. Personal Leave will reset on January 1, 2025, and follow the same guidelines.
- Personal Leave may not be carried over from one 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).

PERSONAL LEAVE GUIDANCE

Nevada Police Union (NPU) Collective Bargaining Agreement (CBA)

- Effective July 1, 2023, employees in Bargaining Unit G will be credited with one (1) Personal Leave Day equal to their regularly scheduled work shift.
- This Personal Leave Day must be taken in a full day increment and must be used during the fiscal year between July 1, 2023, and June 30, 2024.
- Personal Leave may be approved or denied per the department's operational needs.
- Personal Leave may not be carried over from one year to the next and has no cash value upon separation from State service.
- Personal Leave should be requested by the employee through NEATS and coded as Admin Leave (UADM) with a reason code of (U2).