



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

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**MEMORANDUM**

**DATE: November 9, 2023**

**TO:** Labor Relations Listserv  
**FROM:** Matthew Lee, Supervisory Personnel Analyst  
**SUBJECT:** Forfeiture Letters for CBA Employees

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Recently, Annual Leave Forfeiture letters were sent out statewide to employees exceeding 240 hours of annual leave by the end of the calendar year. Those letters are sent out automatically and do not accurately reflect the current Collective Bargaining Agreements.

Per the negotiated contracts, employees who fall under one of the bargaining units below are allowed to accrue up to 480 hours of annual leave. Therefore, those employees may disregard the forfeiture letter.

- AFSCME (Bargaining Units A, E, F)
- BBFFA (Bargaining Unit K)
- FOP (Bargaining Unit I)
- NPOA (Bargaining Unit H)
- NPU (Bargaining Unit G)

If you are unsure if your position falls under one of the bargaining units listed above, please refer to the [LRU webpage](#) to help determine if your position is affected.

Please feel free to contact the Labor Relations Unit at [laborrelations@admin.nv.gov](mailto:laborrelations@admin.nv.gov) with any questions.