



DEPARTMENT OF ADMINISTRATION

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ALL AGENCY MEMORANDUM #2009-25

August 24, 2009

TO: All Agencies
FROM: Andrew K. Clinger, Director, Department of Administration
SUBJECT: Furlough Exception Forms and Process

The Furlough Exception Forms have been updated to address the following:

1. Paid Additional Regular Time (PADRT) is not allowed for full-time employees. If full-time employees need to work additional hours within the same week as furlough hours, the employees must reduce their furlough hours in a pay week equal to the additional hours worked. Any exceptions for added regular time already approved for full-time employees are no longer valid. Added regular time may be requested only as an exception for part-time employees in a pay period through the *Department of Personnel and Budget Division Exception to Furlough Implementation* form. Again, this exception is for the pay period, not week. Total hours for part-time employees in a pay week may not exceed 40 hours, including regular time, furlough hours and PADRT.

If full-time employees have recorded "added regular time" (PADRT) in addition to furlough hours, their agency pay clerk must complete a Special Pay document to reverse the "added regular time" and reduce the employees furlough hours accordingly. Agency pay clerks should contact their Central Payroll liaison if assistance is needed to correct these situations.

2. Paid overtime and/or compensatory time cannot be granted in the same pay week as the furlough hours. Employees must reduce the furlough hours equal to the additional hours worked. In accordance with NAC 284.242 and 284.245, employees are eligible for paid overtime and/or compensatory time when they exceed 40 hours worked in a pay week. Employees in paid status of more than 40 hours are no longer in compliance with SB 433 and therefore cannot record furlough hours.

If employees have recorded paid overtime and/or compensatory time in the same pay week as furlough hours, the agency pay clerk must complete a Special Pay document to reverse the paid overtime and/or compensatory time and reduce the employees furlough hours accordingly. If the

total hours worked exceed 40 hours, paid overtime and/or compensatory time would be reported for those hours over 40 hours. In this case, the furlough hours would be eliminated.

3. With regards to the *Department of Personnel and Budget Division Exception to Furlough Implementation* form, the definition of “Added Regular Time” has been revised to apply to part-time employees only.
4. The legislatively approved class code should be included on the request form, not the current incumbent’s class code. In other words, the PSMT class code should be referenced.

Department of Personnel has updated their Furlough Updates Frequently Asked Questions (FAQs) to clarify the usage of Call Back Compensation and Standby Compensation. If an employee is called back to work in the same pay week as furlough leave, the call back time (2 hours) can be recorded without reversing any furlough leave time. Any additional hours worked beyond the 2 hours of call back pay must be offset against the furlough leave time. The employee is not eligible for time and one-half on these additional hours until the employee is otherwise eligible for overtime in accordance with NAC 284.242 and 284.245.

For example, an employee furloughed 8 hours on Monday. He/She worked 8 hours on the following 4 days equaling 32 hours of work time (paid status). On Saturday, he/she is called back to work (without prior notification) for 6 hours. The employee would record 2 hours of call back pay and reduce their furlough leave on Monday by the additional 4 hours worked on Saturday. The additional time worked on Saturday becomes straight time.

If an employee is on standby and receives notice to work in the same pay week in which he/she took unpaid furlough leave, the employee must reduce his/her unpaid furlough leave time by the same amount of time as the additional hours worked.

For example, an employee furloughed 8 hours on Monday. He/She worked 8 hours on the following 4 days equaling 32 hours of work time (paid status). On Saturday, he/she is on standby for 3 hours when notified to return to work. The employee worked 4 hours on Saturday before returning to standby status for 1 additional hour. The employee would record 4 hours of standby pay and reduce their furlough leave on Monday by the additional 4 hours worked. The additional time worked while not on standby becomes straight time.

Please review the Department of Personnel’s FAQs posted on their website for more information. The FAQ’s will be updated for the above changes by Tuesday, August 25, 2009. Revised coversheets and forms can be found at the below links. All requests must be submitted on these forms (dated August 20 2009) effective August 24, 2009.



Andrew K. Clinger, Director

[Request for exception to furlough implementation form](#) [Personnel furlough information page](#)