



**DEPARTMENT OF ADMINISTRATION**

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**ALL AGENCY MEMORANDUM #2011-19**

June 24, 2011

**TO:** All Agencies

**FROM:** Stephanie Day, Interim Director, Department of Administration  
Teresa J. Thienhaus, Director, Department of Personnel

**SUBJECT:** Furlough Exemption and Exception Forms and Processes

Pursuant to Senate Bill 505 of the 2011 Legislative Session, the Executive Branch must furlough State employees due to extreme fiscal need. The bill does allow for limited exemptions to unpaid furlough leave when the employee provides necessary services for the protection of public health, safety and welfare. Such exemptions are required to receive Board of Examiner's (BOE) approval. If a position of an employee receives an exemption to the furlough leave, the salary of the employee must be reduced by 2.3 percent during the period the exemption is in place. Employees of the Department of Tourism and Cultural Affairs whose standard workweek is 32 hours are not required to furlough and therefore, exemptions for these positions do not need to be requested from the BOE.

Attached are the instructions and form required to request BOE approval. The form may be used to request an exemption for an individual position or a group of positions, e.g., all positions within the same budget account and class code.

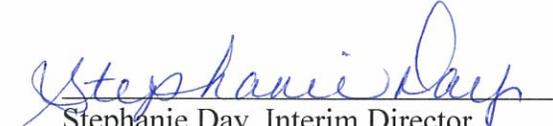
A statewide emergency regulation has been adopted requiring employees to take a minimum of 12 hours of unpaid furlough leave by September 30<sup>th</sup>, minimum of 24 hours by December 31<sup>st</sup>, minimum of 36 hours by March 31<sup>st</sup>, and 48 hours by June 30<sup>th</sup> in each fiscal year. This is to ensure agencies are systematically implementing the furlough throughout the fiscal year, resulting in the continuation of services and lessening the impact on employees' pay. If an employee is taking less than the minimum required usage of unpaid furlough leave, the agency

director is required to receive pre-approval from the Department of Administration and the Department of Personnel for the alternate schedule of unpaid furlough leave usage.

Similarly to the statewide regulation enforced for furlough leave passed by the 2009 Legislature and to ensure that agencies and employees do not defeat the purpose of the furlough, an employee may not receive overtime, standby pay, added regular time, or call back pay in the same pay period as unpaid furlough leave. An agency director may authorize an exception to this policy but only after receiving pre-approval by the Department of Administration and the Department of Personnel. As the required number of furlough hours has been reduced to 48 hours per year, agencies are expected to work with staff to ensure requests for this purpose are kept to a minimum.

The agency director may request an exception to the minimum quarterly total usage requirement and the disallowance of overtime, standby pay, added regular time, or call back pay in the same pay period as furlough leave on the form attached. This form must be submitted to the Director, Department of Personnel, for approval. Approved exceptions will then be forwarded to the Budget Division.

Both forms and procedures attached to this memo are available on the Department of Administration's and the Department of Personnel's websites. If you have general questions regarding the furlough, you may contact Shelley Blotter at [sblotter@dop.nv.gov](mailto:sblotter@dop.nv.gov). For questions regarding required salary savings, please contact your assigned Budget Analyst.

  
Stephanie Day, Interim Director

  
Teresa J. Thienhaus, Director