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DEPARTMENT OF ADMINISTRATION

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**POLICY DIRECTIVE #D-2013-07**

July 12, 2013

**TO:** All Agencies

**FROM:** Jeff Mohlenkamp, Director

A handwritten signature in blue ink, appearing to read "Jeff Mohlenkamp".

**SUBJECT:** FURLOUGH EXEMPTION AND EXCEPTION FORMS AND PROCESSES

Pursuant to [Assembly Bill 511](#) of the 2013 Legislative Session, Executive Branch employees must furlough 48 hours in each of the next two fiscal years. 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 require 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.

[Instructions](#) and the [form](#) required to request BOE approval of an exception can be obtained by clicking on the links or download at <http://hr.nv.gov/Furlough/Furlough/>. 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.

In order to ensure that agencies and employees do not defeat the purpose of the furlough, an employee may not receive overtime or add-regular time in the same workweek as unpaid furlough leave. The agency director may [request an exception](#) to the disallowance of overtime or added regular time in the same workweek as furlough leave on the [exception form](#). This form must be submitted to the Division Administrator for Human Resource Management for approval. Approved exceptions will then be forwarded to the Budget Division. Agencies are expected to work with staff to ensure requests for this purpose are kept to a minimum. Please note if a position has previously been approved for an exception to receive overtime or added regular time a new exception request **does not need** to be submitted

Both forms and procedures linked in this memo are available on the Budget Division's and the Human Resource Management websites. If you have general questions regarding the furlough, you may contact Shelley Blotter at [sblotter@admin.nv.gov](mailto:sblotter@admin.nv.gov) and/or review the [furlough FAQs](#) . For questions regarding required salary savings, please contact your assigned Budget Analyst.