




**STATE OF NEVADA  
GOVERNOR'S FINANCE OFFICE**

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**ALL AGENCY MEMORANDUM #2020 – 21**

December 1, 2020

To: All Agencies  
From:  Susan Brown, Director  
Subject: Implementation of Furloughs and Furlough Exemption-Form Process

Pursuant to Assembly Bill 3 of the 31<sup>st</sup> (2020) Special Session, the Executive Branch must furlough state employees due to extreme fiscal needs. Each full-time state employee must take 48 hours of unpaid furlough leave and part-time employees must take a proportional amount of such hours, during the period between January 1, 2021 and June 30, 2021. The Department of Administration, Division of Human Resource Management issued a memorandum on July 2, 2020 (#43-20), which provided guidance for agencies in developing a policy to define the minimum increment of unpaid furlough leave to be taken by employees.

The bill does allow for limited exemptions to the unpaid furlough leave when the employee provides necessary services for the protection of public health, safety and welfare. Such exemptions are required to receive the Board of Examiner's (BOE) approval. If an employee receives an exemption to the furlough leave, the salary of the employee must be reduced by 4.6 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.

Agencies must submit a Request for Furlough Exception form to request an exemption from BOE. The instructions and form are posted on our website at <http://www.budget.state.nv.us/>.

Please contact your assigned Executive Branch Budget Officer if you have any questions regarding this process or completing the exemption form.

Thank you for your continued cooperation during this difficult time.