



DEPARTMENT OF ADMINISTRATION

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ALL AGENCY MEMORANDUM #2009-20

July 10, 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. Multiple class codes and/or budget accounts cannot be included on one form. Each request form must indicate one budget account and one class code. Agencies must include the position control numbers (PCN) for the requested positions. Multiple PCNs may be included for one class code and if needed, agencies can attach a list of affected PCNs.
2. Check boxes have been added to both forms to indicate whether the position(s) are exempt or non-exempt under the provisions of the Fair Labor Standards Act and the Nevada Revised Statutes.
3. Fields have been added for agencies to indicate the effective date and expiration date of the request.
4. With regards to the *Board of Examiners Request for Furlough Exception* form, agencies must indicate on the form if the position is necessary to the protection of public health, safety, or welfare; and agencies must attach a memo to the request form detailing why the positions meet the four criteria outlined on the coversheet. The coversheet includes the four questions that must be addressed in the memo.
5. With regards to the *Department of Personnel and Budget Division Exception to Furlough Implementation* form, a definition of "Added Regular Time" has been added to the coversheet.

Revised coversheets and forms can be found at the below links. All requests must be submitted on these forms (dated July 9, 2009) effective July 13, 2009.


Andrew K. Clinger, Director

[Exception to furlough implementation form](#)
[Board of Examiners furlough exemption form](#)