



DEPARTMENT OF ADMINISTRATION

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ALL AGENCY MEMORANDUM #2009-18

June 22, 2009

TO: All Agencies

FROM: Andrew K. Clinger, Director, Department of Administration
Teresa J. Thienhaus, Director, Department of Personnel

SUBJECT: Furlough Exception Forms and Process

Pursuant to SB 433 of the 2009 Legislative Session, the Executive Branch must furlough State employees due to extreme fiscal need. The bill does allow for limited exceptions to unpaid furlough leave when the employee provides necessary services for the protection of public health, safety and welfare. Such exceptions are required to receive Board of Examiner's (BOE) approval.

Attach are the instructions and form required to request BOE approval. The form may be used to request an exception for an individual position or a group of positions, e.g., all positions within the same budget account and class code. In order to address the specific needs of the furlough, the deadline for submitting items for the July 14, 2009 meeting has been extended to **June 26, 2009**. This extension to submit items is only for furlough exception requests.

A statewide policy has also been established requiring employees to take at least 8 hours of unpaid furlough leave each month. 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 or more than 8 hours of unpaid furlough leave a month, the agency director is required to receive approval from the Department of Administration and the Department of Personnel for the alternate schedule of unpaid furlough leave usage.

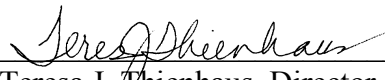
To ensure that agencies and employees do not defeat the purpose of the furlough, another statewide policy has been established to disallow an employee to receive overtime, standby pay, added regular time, or call back pay in the same pay period as unpaid furlough leave. The administration understands that business necessity will require an exception to this policy for certain agencies under limited circumstances. 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.

The agency director may request an exception from the 8 hours a month 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. This form and procedure can be used for an exception for an individual employee or a group of positions in the same budget account when the exception is for the same purpose.

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. For questions regarding required salary savings, please contact your assigned Budget Analyst.



Andrew K. Clinger, Director



Teresa J. Whienhaus, Director

[Request for exception to furlough implementation form](#)
[Board of Examiners furlough exemption form](#)