

**Brian Sandoval**  
*Governor*



**Patrick Cates**  
*Director*  
**Lee-Ann Easton**  
*Deputy Director*

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**

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**ACKNOWLEDGEMENT FORM**

I acknowledge I have received and reviewed the following Department of Administration Policies and Procedures:

- Policy 2.1.1 FMLA
- Policy 2.2.1 Leave & Overtime
- Policy 2.3.1 Work Schedule
- Employee's Guide to Prohibitions and Penalties
- Policy 2.5.1 Catastrophic Leave and Procedures
- Policy 2.6.1 Travel and Per Diem

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Name (print)

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Division

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Please return to Agency HR Services**  
cc: Employee File