

Brian Sandoval
Governor



Patrick Cates
Director
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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

Name (print)

Division

Signature

Date

Supervisor Signature

Date

Please return to Agency HR Services
cc: Employee File