



**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIRECTOR'S OFFICE**

515 E. Musser Street, Suite 300 | Carson City, Nevada 89701
Phone: (775) 684-0299 | admin.nv.gov | Fax: (775) 684-0298

MEMORANDUM

October 27, 2022

TO: All Agencies

FROM: Laura E. Freed, Director
Department of Administration

SUBJECT: **Civil Leave for Voting**

The Department of Administration wishes to remind all State of Nevada employees that civil leave to vote is available in certain circumstances pursuant to NRS 293.463 and NAC 284.586. Civil leave, which is paid leave not taken from an employee's leave balances, must be granted to vote either during the early voting period or on Election Day if the employee requested leave to vote prior to the day on which the employee wishes to take such leave.

For more detailed information on civil leave provisions, please see the Division of Human Resource Management's website:

<https://hr.nv.gov/Resources/Publications/HR123/Attendance/Voting/>

Pursuant to NRS 293.269911, all active registered voters in Nevada are sent a mail-in ballot unless they specifically opted out of receiving one. Voters have the option of sending in their mail-in ballot or dropping it off. If a voter chooses not to vote by mail, they can vote in person during the early voting period or on Election Day. Early voting began on Saturday, October 22, and runs through Friday, November 4, 2022. Election Day is Tuesday, November 8.

For information on how and where to vote for the county in which an employee resides, please see the Secretary of State's website: <https://www.nvsos.gov/sos/elections>