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

**HR#52-20**

October 26, 2020

**TO:** All State Employees

**FROM:** Peter Long, Administrator *Peter Long*  
Division of Human Resource Management

**SUBJECT:** Civil Leave for Voting

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The Division of Human Resource Management would like to remind State of Nevada Employees that civil leave to vote is available in certain circumstances per 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 during the period for early voting or on the day of an election if the employee requested leave to vote prior to the day on which the employee wishes to take such leave. For more information on civil leave please go to HR 1-2-3 at <http://hr.nv.gov/Resources/Publications/HR123/Attendance/Voting/>.

With the passage of Assembly Bill 4 from the 32nd Special Session, all active registered voters in Nevada will be sent a ballot in the mail for the 2020 general election. Voters have the option of mailing in their completed ballot or dropping it off. If a voter chooses not to vote by mail, they will still be able to vote in person during early voting or on Election Day. Early voting began on Saturday, October 17, and runs through Friday, October 30. Election Day is Tuesday, November 3.

If you choose to vote in person, please remember to follow COVID precautions: wear a mask, maintain a distance of six feet from others, and wash your hands before and after voting.

If you have questions regarding the use of civil leave, please contact Michelle Garton at [mgarton@admin.nv.gov](mailto:mgarton@admin.nv.gov) or (775) 684-0136.