



# Attendance and Leave Policy

## Policy 2.0

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### **POLICY**

Per Nevada Revised Statute 561.105, the Board of Agriculture shall establish the policy of the Nevada Department of Agriculture (NDA).

The Attendance and Leave Policy shall ensure the NDA's administration of employee's Attendance and Leave meets all applicable federal and state statutes, Nevada Administrative Code (NAC) and applicable federal, state and department, policies, procedures, manuals, handbooks, directives and systems.

### **POLICY EFFECTIVE DATE**

December 02, 2020

### **LAST REVISED DATE**

November 16, 2020

### **REFERENCES (not all inclusive)**

NRS 284.065 - .360; NAC 284.5231 - .598

### **POLICY REPLACES A PREVIOUSLY POLICY DATED**

Attendance and Leave #AG-1-HR-1 dated March 26, 2013

Catastrophic Leave #AG-1-HR-2 dated March 26, 2013

FMLA Leave #AG-1-HR-3 dated March 26, 2013

### **RESPONSIBILITIES**

The leadership team, consisting of the director, deputy director, and each administrator shall uphold the policies set forth by the Board of Agriculture.

### **APPLICABILITY**

This policy applies to all NDA staff, and those who work on behalf of the NDA.

### **APPROVED BY:**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Agriculture

\_\_\_\_\_  
Date

*This policy is not a substitute for relevant law or regulation, nor does it establish additional rights beyond those provided in law and regulation. This policy is intended to be used in*

*conjunction with the state law and the Rules for State Personnel Administration (NRS & NAC 284).*