

MEMO



TO: Field and Part-Time Associates
FROM: Office Management
DATE: 01/21/2020. Revised: 1/9/2024
RE: Nevada Accrued Paid Time Off

Beginning January 1, 2020, Nevada employees will accrue paid time off at the rate of 0.01923 hours for each hour of work performed.

Employees may not accrue more than forty (40) hours / five (5) days of sick leave during each calendar year (January 1 – December 31). Accrued, but unused sick time shall carry over to the following year up to 40 hours. Employees may not use more than 40 hours of paid sick leave per year,

All employees may utilize accrued leave beginning on their 90th day of employment.

Paid time off may be used for any reason. Employees should, as soon as practicable, give notice of the need to use available leave to their manager.

Paid Time Off leave can be taken in no smaller increments than one (1) hours with a maximum of eight (8) hours per day. Paid Time Off pay will be paid out at the employee's normal hourly pay rate.

Accrued but unused paid time off leave will not be paid upon termination. If the employee is rehired within 90 days after separation, any previously unused paid leave must be reinstated.

Employees will need to fill out the attached Time Away Request form and send to Human Resources. The form may be emailed to hr@apolloretail.com or faxed to (800) 783-5540.

For additional information regarding the Act, you may visit www.labor.nv.gov or call (800) 992-0900 ext. 4850.