

State of Nevada Committee on Catastrophic Leave

Version Date: 3/14/2018

Department ID /ADM/94/940501/

2007097 Committee on Catastrophic Leave Case Files

Description: These records document and administer the actions of the Committee on Catastrophic Leave. The files may contain, but are not limited to: Receipts of certified mailings; Request to Receive Catastrophic Leave Donation forms; Physician's Certification for Catastrophic Leave Request forms and related medical information; copies of FMLA forms; copy of correspondence between employee/employee representative and appointing authority; Formal Appeal to Committee on Catastrophic Leave forms; notice of appeal; hearing recordings; notice of decision, and; related correspondence and similar documents

Minimum

Retention: Retain this record series for a period of five (5) calendar years from the date of the decision.

Disposition: Destroy Securely