

Interviews, Time Off for

REFERENCES	SECTIONS
Law & Regulation http://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml	Government Code Section 19991
Memo of Understanding (MOU) http://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-contracts.aspx	Refer to Employee's MOU
Responsible Control Agency and Program http://spb.ca.gov/ http://www.calhr.ca.gov/Pages/home.aspx	State Personnel Board Department of Human Resource (CalHR)
Personnel Operations Manual (POM) section :Hiring Process Manual" http://www.documents.dgs.ca.gov/ohr/POM/Hiring%20Process%20Manual1.doc	

Interviews, Time Off for

Definition Permanent or probationary state employees may have a reasonable amount of time, during normal work hours, without loss of pay or leave credits for a state civil service examination or hiring interview. Employees are required to provide at least two days notice to their supervisor.

A “reasonable” amount of time is defined as the time scheduled (proven by written document) and travel time by the most expeditious mode of travel. Up to two hours of State time, including travel is permitted if documentation is unavailable.

Employees must report to work as soon as the interview ends in order to avoid charging the time in excess to leave credits or dock.

Refer to the applicable Memorandum of Understanding for additional information.

Project Accounting Leave (PAL) Employees may post time used under the alias “EXAMS” for Civil Service exams and “INDIRECT” for hiring interviews. Both aliases should reflect task “4”.

Questions If you have additional questions, contact your Office of Human Resources Classification and Pay Analyst.
