

*Special Time Off  
(Exception Code T)*

With prior approval, employee(s) may be granted Special Time Off with pay for a limited duration and for certain instances. Such instances include but are not limited to:

- To take civil service examinations administered by the Office of Personnel Administration.
- To be interviewed for another position within state service.
- To attend professional conferences, training sessions, or officially sanctioned outings.
- To take a physical examination required for continued State service.
- To permit time off during extreme weather conditions or state of emergency as authorized by the Director of Administration.

