



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS**

**SPECIAL TIME OFF FOR INTERVIEW PURPOSES**

**Special Time Off**  
*(Exception Code T)*

*With prior approval, employee(s) may be granted "Special Time Off" with pay for a limited duration to be interviewed for another position within state service. To receive "Special Time Off", you must submit this completed form with your timesheet.*

TO BE COMPLETED BY THE INTERVIEWING OFFICIAL

This is to certify that \_\_\_\_\_, an employee of the  
Department of \_\_\_\_\_ was interviewed by me  
for a position on:

Date: \_\_\_\_\_

Time: From \_\_\_\_\_ To \_\_\_\_\_

According to the rules and regulations of the State Personnel System, this individual  
should be granted \_\_\_\_\_ hours of leave.

**INTERVIEWING OFFICIAL:**

Name: (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Telephone Number: \_\_\_\_\_