



State of Rhode Island  
Division of Human Resources

**SPECIAL TIME OFF FOR INTERVIEW PURPOSES**

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

With prior approval, employees 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 (Printed): \_\_\_\_\_

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

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

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

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