

Policy

Policy Title:	Paid Leave for Job Interviews				
Policy Number:	DHS-060-016	Version:	1.0	Effective Date:	10/02/2006

DHS Chief Administrative Officer

10/02/2006

Approved By: *(Authorized Signer Name)*

Date Approved

Overview

Description:

To clarify when an employee may have paid time for a job interview and what is allowable when claiming time.

Purpose/Rationale:

DHS Employees (except temporary employees) may be granted paid leave for job interviews, to encourage promotional opportunities within DHS, and the State of Oregon.

Applicability:

SEIU, AFSCME, Unclassified Unrepresented, Management Service, Executive Service.

Failure to Comply:

Failure to comply with this policy may result in disciplinary action up to and including dismissal from state service.

Policy

1. General

- a. An employee, subject to providing reasonable notice and receiving supervisory approval, shall be allowed Interview Leave time, including travel, to interview for positions when such interview(s) occurs during their work hours.
 - A. **Agency (DHS Interviews)**
Employees shall be allowed Interview Leave time, including travel, to interview for positions within their Agency when such interview(s) occurs during their work hours.
 - B. **Other State Agency Interviews**
Employees shall be allowed up to two (2) hours of agency paid time for interviews for positions with another state agency when such interview(s) occur during their working hours.
Interview leave time approved and taken to interview with another state agency that exceeds the two hours of agency paid time must be recorded as accrued leave, leave without pay, or managed through approved flex time within the

same workweek. Use of accrued leave for this purpose shall not result in overtime.

- b. All approved interview leave time must be recorded as IT on the employee's time sheet/time reporting record.
- c. Interview leave used shall not count as time worked for purposes of overtime.
- d. An agency shall not incur any employee reimbursement costs. (i.e. Travel expenses)
- e. State vehicles may not be used for travel to a job interview.

Procedure(s) that apply:

None

Form(s) that apply:

DHS 0046, Request for Leave form

Definition(s):

See Common Terms for DHS Office of Human Resources policies
See Common Terms for department-wide support services policies

Reference(s):

DAS HRSD Policy 60.000.10, Special Leaves
SEIU Letter of Agreement 45.00-05-97

Contact(s):

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Policy History:

- **Version 2.0:**
10/02/2006 - Revised to provide greater clarity, comply with collective bargaining agreements and DAS policy (60.000.10) language. Procedure DHS-060-016-01 deleted.
- **Version 1.0:**
- 04/17/2002 Initial Release

Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)