

GEORGIA DEPARTMENT OF CORRECTIONS
Standard Operating Procedures

Policy Name: Time Off for Job Interviews

Policy Number: 104.39.01

Effective Date: 7/10/2019

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Authority:
Commissioner

Originating Division:
Administration & Finance
Division (Human Resources)

Access Listing:
Level I: All Access

I. Introduction and Summary:

A Georgia Department of Corrections (GDC) employee, who is applying for another position in the Department, is eligible to use work time to attend the interview. All other outside employment pursuits by a GDC employee will require the use of pre-approved accrued leave or compensatory time.

II. Authority: None

III. Definitions: None

IV. Statement of Policy and Applicable Procedures:

A. An employee who is applying for another job will not be required to use accrued leave or compensatory time in order to be interviewed for a position within GDC provided that:

1. The employee has obtained their supervisor's approval to be absent from his/her job this purpose;
2. The employee provides their supervisor with written verification of the time, date and location of the interview; and
3. The employee has not, in the employees current Appointing Authority opinion, abused this privilege.

B. Time allotted for the interview will include any travel time in excess of the employee's normal commute time.

C. An employee will be required to use accumulated compensatory time, annual leave, or personal leave for all approved absences from work to interview for positions outside of GDC.

D. Travel expenses incurred by employees who are being interviewed are not reimbursable, and the use of a state vehicle is prohibited for purposes of interviewing for employment.

E. This procedure does not apply to employees who serve as interviewers on a GDC selection board.

V. Attachments: None

VI. Record Retention of Forms Relevant to this Policy: None