

KERN VALLEY STATE PRISON

STATE EXAM/ INTERVIEW TIME OFF REQUEST

I, _____, pay# _____, am scheduled for a state exam /
(Name of Requestor)

Interview for the position of _____ at _____
(Position Description) (Location of Interview)

at _____ hours on ____/____/____. I am requesting time off from
(Time of Interview) (Month) (Day) (Year)

_____ during the hours of _____ to _____, and I am
(Post Description) (Hours Requested)

requesting to use _____ hours of State Exam Participation (SEP) time and/or _____
hours of _____ for the above requested time off.
(Vacation, Holiday, Etc.)

I understand I may use a maximum of four hours SEP for promotional interviews or state exams and SEP will not be granted for interviews that are strictly lateral transfer requests. I further understand that additional time off requests will only be granted when I elect to use my own accrued time off (i.e., Vacation, Holiday, Etc.).

Thank you in advance, your favorable consideration in this matter would be greatly appreciated. If you have any questions regarding this request, please feel free to contact me at extension _____.
(Number)

Signature Date

APPROVED / DISAPPROVED

Correctional Captain Date
Central Operations

Comments: _____

Original: Watch Office
cc: Correctional Captain-Central Operations
Employee