

Title:	<b>Time-off to Participate in the Examination/Selection Process</b>	
Purpose:	To establish a policy to permit regular employees time-off to participate in the examination/selection process for City employment.	
Issued by:	Employment and Personnel Services	Date: February 15, 2005
References:	Revised Charter of the City and County of Honolulu §6-1102(c); CS Circular 810 (2-10-72)	

In keeping with the policy of the City and County of Honolulu (City) to encourage employees to seek employment opportunities with the City, regular employees shall be permitted to take time-off, with pay, to participate in any required phase of the examination/selection process for any Internal Departmental Competitive Examination (IDCE), intra/inter promotional examination or open competitive examinations.

However, in the event an employee cannot be released from work, such employee shall be given a written statement of the reason for denial.