

## **INTERVIEWING (OUT OF CONFERENCE)**

There may be an occasion when a pastor, teacher or department director is contacted by another denominational entity regarding a job opportunity. The employee may be invited for a personal interview. As long as appropriate protocols regarding placement of the "call" have been followed, the employee may be granted up to a maximum of four (4) days paid time for the interview. Should additional time be requested, it would be charged to the employee's accrued vacation time.