



Department of Civil Service

Albany, NY 12239

STAFFING SERVICES DIVISION Civil Service Exam Leave Request Form

S-CSEL-1 (7/2026)

Civil Service Exam Leave (CSEL) Request Form

To request leave to take a Civil Service computer-based promotion exam during regular work hours, complete and submit this form to your supervisor once you have self-scheduled your exam. **Form instructions.** Missing or incomplete information, or failure to submit this form in a timely manner, may result in denial of the leave request. **Important: Download/save form and open in the Adobe application to fill in, not a web browser.**

Section 1 – Employee and Exam Information

Employee name

Date of request

Title(s) of exam(s)

Scheduled exam date

Scheduled time

Estimated travel time to **and** from the Computer-based
Testing (CBT) Center

To
From

Time for check-in process

Estimated time to complete the exam

Total time for this CSEL request

(Only include time that falls during your regular work hours.)

CBT Center location

Section 2 – Supervisor Only

Approve

Deny

If denied, provide an explanation in the space below.

Supervisor name

Date

Title

Signature

Section 3 – Human Resources Managers (HRM) Only (If Applicable)

Approve

Deny

If denied, provide an explanation in the space below.

HRM name

Date

Title

Signature



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Civil Service Exam Leave (CSEL) Form Instructions

Important: This leave is time-sensitive and must be requested as soon as practicable.

Civil Service Exam Leave is available, on a supervisory and HRM (if applicable) approval basis, for employees of a State position to take a Civil Service promotion exam at a Computer-based Testing (CBT) Center during the **hours of their regular work schedule**.

To complete the form: **Download/save form and open in the Adobe application to fill in, not a web browser.**

Section 1 - Employee and Exam Information

The employee must complete the top section of the form. Incomplete forms will not be accepted. Save and email the completed form as an attachment to your supervisor with the subject line, "**Civil Service Exam Leave Request**".

Employee name: Provide your first and last name.

Date of request: Provide the date you are submitting this CSEL request.

Title(s) of exam(s): Provide the title(s) of the exam(s) for this CSEL request.

Date and start time of scheduled exam: Provide the scheduled date and start time for this CSEL request.

The scheduled exam date and time must fall within the employee's regular work schedule to apply for CSEL.

Computer-Based Testing (CBT) Center location: Enter the CBT Center location where your exam is scheduled.

Estimated travel time to AND from CBT Center: Provide estimated amounts of reasonable travel time to and from the CBT Center location where your exam is scheduled. (*i.e. 8:30 - 9:00 a.m. travel to CBT center location and 1:00 - 1:30 p.m. travel back to worksite = One(1) hour of estimated travel time to and from the CBT to take the exam, then to return to the work location.*) If telecommuting on the date of your exam, your worksite is your designated telecommuting location (*i.e., your home*).

Estimated time to complete exam: Provide an estimate of how long the exam could take to complete. (*This is an estimate, you are still given the full time allowance to take the exam. If unsure, list the full time allowance.*)

Total time for this CSEL request: Enter the total request time in hours and minutes. (*Add the estimated travel time to and from the CBT Center, 30 minutes for the check-in process, and the estimated time to complete the exam, enter total request time in hours and minutes, i.e. 3 hours and 45 minutes. Only include time that falls during your regular work hours.*)

Section 2 - Supervisor Only

Steps to review the request - **Open in Adobe to fill in and sign, not a web browser.**

1. Review the employee and exam information section for completion. If additional information or corrections are needed, return the form via email to the employee with a request for the information or edits and provide a due date to receive the form back based on when the exam is scheduled. Once complete, finish the review, approve or deny the request, based on whether the time requested is reasonable in relation to the exam time allowance and if it will not lessen or interfere with the productivity of the unit, then sign and date the form. If sending to HR for approval, be sure to leave the form fillable when adding your digital signature.
2. Provide a copy of this complete form to the appropriate HR associate at your agency (if applicable), regardless of approval or denial of the leave request. **ALL** denials **must** include an explanation in the space provided.
3. If HRM review and approval is **NOT** applicable for your agency, then provide a PDF copy of the final form to the employee and save a copy for your personnel time management records.



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Civil Service Exam Leave (CSEL) Form Instructions (*continued*)

Section 3 – Human Resources Managers (HRM) Only (If Applicable)

Steps to review the request - **Open in Adobe to fill in and sign, not a web browser.**

1. Review the form to determine if approval or denial is in order for the request.
 2. To approve, select the 'Approve' check box and add your name, title, date and signature. To deny the request, select the 'Deny' check box. **ALL** denials **must** include an explanation in the space provided.
 3. Provide a PDF copy of the final form to the employee and cc the Supervisor.
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Additional information:

Possible **reasons for denial** include:

- Request requirements (i.e. timeliness, specificity, etc.) were not met.
- Employee request includes an unreasonable amount of time off for travel and/or taking the exam. (*i.e. Employee's work location is Albany and scheduled exam is in the New York City location without reasonable explanation.*)
- Request for Civil Service Exam leave **falls on a pass day** or **outside the hours of the employee's regular work schedule.**
- Operational needs of the Agency must be met (*must give employees an opportunity to register for another exam date and time*).