



Inter Office Memo

DEPARTMENT OF
PERSONNEL SERVICES

DATE: February 27, 2015
TO: Department Heads
FROM: Beth Bandy, Director of Personnel Services *Beth Bandy*
SUBJECT: Impact of Paid & Unpaid Leaves of Absence on Probationary Periods

It has come to our attention that departments may need a reminder as to the impact of a paid or unpaid leave of absence on the employee's probationary period. Personnel Rule 5022.1 states that a **"...leave of absence during probationary period in excess of 15 working days will automatically extend the probationary period by a number of working days equivalent to the number of working days on leave."**

It is essential that departments ensure that this rule is consistently applied to **all** leaves of absence in excess of 15 working days (both paid and unpaid leaves of absence). For example, an employee on a paid or unpaid leave of absence from March 2nd to March 23rd should "automatically" have their probation end date extended 16 days. Departments may accomplish this by sending a Job Change Information (JCI) form along with the department's copy of the employee's current Probationary Period Action form. Once the department receives the updated Probationary Period Action form from Personnel Services, the employee should receive a copy.

If you have any questions you may contact me at 600-1800 or Paul Nerland, Personnel Services Manager at 600-1810.

cc: Personnel Representatives