

14.043

Extension of probationary period

Whenever either (a) any probationary employee of any class, other than classes listed in a sub-section of this regulation, is continually absent from work for any of the reasons listed below for a period of thirty (30) calendar days or more, or (b) a probationary employee of a Uniformed or Investigatory Police Class is placed on restricted duty for a period of thirty (30) calendar days or more, will have their probationary period extended for a period of time equal to the length of the absence or the duration of the restricted duty placement. The appointing authority shall provide notification of the extension of the probationary period to the Director.

The leaves are noted below:

1. Sick Leave
1. Parental Leave
2. Vacation Leave
3. Military Leave
4. Leave Without Pay
5. Injured on Duty
7. Any combination of the above that exceeds the prescribed time limit.

The employee who is absent or on restricted duty must be notified by the appointing authority that the probationary period may be extended for a period of time equal to the length of the absence or the duration of the restricted duty placement. Such notification must be given no later than two weeks after the employee has been absent or on restricted duty placement for a period of thirty (30) calendar days.

The request to extend the probationary period must be on file with the Office of Human Resources prior to the end date of the probationary period.

14.043-1

Extension of probationary period for employees in classes represented by district council 33

Employees in classes represented by District Council 33 who are on paid or unpaid leave, regardless of reason, for longer than seven calendar days during the probationary period shall have their probationary period extended by the length of time of the leave.