

 <p>The College at Brockport</p> <p>Category: Office of Human Resources</p> <p>Responsible Office: Human Resources</p>	<p>Policy Title: Extension of Probationary Periods due to Leaves of Absence</p>
---	--

Policy:

The State Personnel Management Manual (SPMM) allows for extensions of probation due to absence as follows:

“Absence During Probationary Term—Authorized or unauthorized absences may, in the discretion of the appointing authority, be considered as time served in the probationary term within the following limits and conditions:

- Up to 10 workdays if the maximum probationary term is 26 weeks or less and up to 20 workdays if the maximum term exceeds 26 weeks may be considered as time served (these absences may be deemed as time served either to complete the probationary term, or to terminate an unsatisfactory probationer prior to eight weeks of actual probationary service);
- In the case of a trainee appointment or trainee promotion that requires a probationary term that exceeds one year, 20 workdays per year multiplied by the number of years may be considered as time served;
- Any absences in excess of those allowed in (a) and (b) above and any absences not counted by the appointing authority as time served in the probationary term shall be added to the minimum and maximum periods of the probationary term;
- Time spent on military duty as defined in §242 of the Military Law is treated the same as any other authorized or unauthorized absence if the agency has established fixed objective performance standards for satisfying the probation, and has a program of periodic review of each probationer against fixed objective standards. If not, the time must be credited as completed satisfactory service for purposes of probation;
- Time spent on military duty as defined in §243 of the Military Law must be credited as completed satisfactory service for purposes of probation.”

In an effort to standardize procedures for extension of probationary period due to leaves, the following guidelines have been established.

Guidelines

Absences of up to 10 workdays will be treated as time served.

- *In the event that an employee is absent from work (excused absences) for any extended period of time (longer than two (2) consecutive weeks), the duration of this “probationary period” will be extended for a time period equal to the extent of his absence(s).*

For absences of 10 days or more, the probationary period will be extended. The procedures will apply to all classified probationary appointments regardless of length.

Procedures:

1. When the Office of Human Resources becomes aware that a classified probationary employee is on a leave of 10 days or more, the maximum end date of the appointment will be extended by the length of time of the leave.
2. If the leave is subsequently extended, the maximum end date will be extended again accordingly.
3. Each time an extension of the probationary period is made, the employee and supervisor will be notified via letter.
4. Although the probationary maximum end date will be automatically extended due to leaves of absence as indicated above, the supervisor may recommend that an employee pass his/her probationary period at any time after the completion of the minimum term.