**Section 420.360 Probationary Status**

a) Probationary Period:

1) A probationary period of 6 months (979 hours for intermittent and permanent part-time) shall be served by:

A) an employee who enters service or commences a new period of continuous service;

B) an employee who is reinstated as provided under Section 420.420(b);

C) an employee who is appointed from an open competitive eligible list, whether or not it is considered an advancement in rank or grade.

2) A probationary period of 3 months (489.5 hours for intermittent and permanent part-time) shall be served by an employee who is promoted. A probationary employee who is demoted or one who accepts a voluntary reduction shall be required to serve a 3 month probationary period or the balance of the original probationary period, whichever is greater. If the employee previously held certified status in the class to which demoted or voluntarily reduced, no probationary period will be required. A probationary employee transferred during the probationary period shall serve that portion of the probationary period that was not completed at the time of transfer. A probationary period shall not be deemed to be continued by the payment of any sum for vacation or other benefits during the probationary period.

3) If an employee is absent from work for more than 15 working days during the probationary period, the absence shall serve to extend the probationary period by the length of the absence. Any suspension shall extend the probationary period by the length of the suspension, except that, if the suspension is later reduced or rescinded, the reduced or rescinded time shall not extend the probationary period.

b) Certified Status: A probationary employee shall attain certified status only after successful completion of a probationary period. Notice of certification will be promptly sent to the employee and the employing department by the Director of Personnel.

(Source: Amended at 32 Ill. Reg. 15017, effective September 8, 2008)