**Section 500.250 Probationary Status**

a) Probationary Period:

1) A probationary period of six months (910 hours for intermittent employee) 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 500.290(a);

C) an employee who is appointed from an open competitive eligible list, whether or not it is considered an advancement in rank or grade. Trainees whose positions are allocated upward may achieve probationary status pursuant to Section 500.220(c).

2) A probationary period of three months (455 hours for intermittent employee) shall be served by an employee who is demoted or promoted except a demoted probationary employee shall not be required to serve any probationary period if the employee previously held certified status in the class to which demoted. A probationary employee transferred during the probationary period shall serve that portion of the probationary period which was not completed at the time of such transfer.

3) A probationary period shall not be deemed to be continued by the payment of any sum for vacation or other benefits accrued during such probationary period.

4) If an employee is absent from work for more than 15 calendar days during the probationary period because of leave of absence, disciplinary suspension, sick leave, work-related injury, or industrial disease, such absence shall serve to extend the probationary period by the length of the absence.

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

c) Status Change in Probationary Period: An employee may not be promoted, demoted, discharged or transferred during the probationary period without the approval of the Director.

(Source: Amended at 21 Ill. Reg. 13294, effective September 15, 1997)