

Probationary Period Report

Employee name _____ Probation start date _____

Payroll title _____

Supervisor name and title _____

Department _____ Supervisor's phone _____

Instructions: The supervisor checks the appropriate box and discusses the action with the employee. See below for routing of copies.

Attainment of Regular Status. The employee has satisfactorily completed the probationary period and attained regular employee status on (date) _____ .

Change End Date. The end of the probationary period has been changed from (date) _____ to (date) _____. The reason is:

- Change of supervisor
- Change in job duties
- Leave of absence
- Other (describe and obtain approval from Employee & Labor Relations):

Approval was obtained from _____ on (date) _____ .

Release from Employment. The employee is released from employment effective (date) _____.
*Please attach release letter to this report.

Supervisor's signature Date

Employee's signature Date

*Signature is not required if the employee is released from employment.

Copies: Human Resources—Personnel File
Department File
Employee