

# Standard Practice Guide Policies

## Probationary Period

201.43

**Applies to:** Regular Staff except those covered by the terms of a collective bargaining agreement

### I. POLICY

During the initial six (6) months of regular employment employees are considered probationary. There is no obligation to continue employment through the probationary period.

### II. REGULATIONS

- A. Probationary employees may participate in the benefits and programs for which they are eligible, including vacation time, paid maternity (childbirth) leave, medical leave, medical/child care leave, child care leave, and military service leave. Please consult the Benefits Office for rules regarding program eligibility.
- B. The probationary period typically shall not be extended. Extension of an employee's probationary period must be approved by the appropriate Human Resources Office.
  - 1. Probationary staff who utilize medical, medical/child care or paid maternity leave will have their probationary period extended for the length of the absence, up to a maximum of twelve weeks.
  - 2. The use of child care leave, including the use of short term sick for bonding with a newly born, newly adopted, newly fostered, or newly appointed legal guardian, is limited to a total of six weeks.
  - 3. Probationary employees who utilize seasonal or military service leave will, upon their return to work, serve the balance of their probationary period.
- C. An employee whose status changes from temporary to regular will serve a probationary period upon commencement of the regular position.

- D. Transferring or reinstating a regular employee does not create a new probationary period. A university retiree rehired into a regular staff position is not required to serve a probationary period.
- E. A staff member need not be considered for another position during the six-month probationary period.
- F. The supervisor is responsible for assessing the employee's performance to determine whether the employee warrants continued employment during and at the expiration of the probationary period. Supervisors are responsible for initiating their unit process for termination if performance is not acceptable, or applying corrective action when performance warrants action other than termination.

## Notes

Updated September 2018 to clarify eligibility and impact of SPG 201.30-6, Paid Maternity (Childbirth) and Parental Leaves

Updated July 1, 2019, to clarify that probationary staff who utilize military service leave will serve out the remaining balance of their probationary period once they return to work. Unlike other leaves taken during probationary periods, there is no maximum duration for the length of the military service leave.

Updated October 2023 to clarify this policy does not apply to retirees rehired into a regular staff position, confirm probationary period staff need not be considered for open positions, and add related links and policies.

**SPG Number:**

201.43

**Applies To:**

Regular Staff except those covered by the terms of a collective bargaining agreement

**Date Issued:**

October 1, 2001

**Owner:**

University Human Resources

**Last Updated:**

October 23, 2023

**Primary Contact:**

Staff Human Resources

**Next Review Date:**

October 23, 2028

**Related Policies:**

Paid Maternity (Childbirth) and Parental Leaves (/policy/201.30-6)  
 Unpaid Leaves of Absence (/policy/201.30)

**Related Links:**

Benefits Office (<http://benefits.umich.edu/>)

Probationary Period Procedure (<https://hr.umich.edu/working-u-m/management-administration/uhr-procedures/20143-probationary-period>)

**Hard copies of this document are considered uncontrolled. If you have a printed version, please refer to the University SPG website ([spg.umich.edu](http://spg.umich.edu)) for the official, most recent version.**

© 2023 The Regents of the University of Michigan