

Probationary Period Extension Request – Off-site Training Requirement

Definition: Section 250.90(b)(2) of the Illinois Administrative Code (Code) (80 Ill. Adm. Code §250.90(b)(2)) describes the length of the probationary period. Section 250.90(b)(2) of the Code mandates an extension of the probationary period under specified conditions. One circumstance when the probationary period shall be extended is when the Executive Director approves a designated off-site formalized training which justifies such an extension. *See section 6.1 of the Employment Procedures Manual, Probationary Period.*

Please provide the following information (please print):

Request for (Check one) : ☐ Individual Employee
☐ Entire Classification

Employee Name (if applicable) _____

Classification _____

Standard Length of Probationary Period (per class specification) (Check one): ☐ 6 or ☐ 12 months

Institution Requesting Extension _____

Place of Employment _____

Name and location of off- site training _____

Length of off-site training _____ Requested Extension Period (number of days) _____

Justification for extension, including training's relevance to employment:

Submitted by: _____ Date: _____
 (Designated Employer Representative)

☐ Approved ☐ Denied

 Executive Director, or designee

 Date

Note: Attach any supporting documentation.

Send completed form to: **STATE UNIVERSITIES CIVIL SERVICE SYSTEM, 1717 Philo Road, Suite 24, Urbana, IL 61802-6099**