

**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: HR Staff Transaction Resources (campus) or UCDHS Human Resources  
Department personnel file  
Employee

Retain: 3 years