# **Extension of probationary period**

A probationary period may be extended in the following circumstances:

* The probationary period has not already ended
* The manager has concerns about an employee’s performance or behaviour but there is a strong expectation that, with more time and support, problems that have been identified can be overcome
* If an ad hoc panel from the Academic Board is required but can’t be arranged within the existing probationary period
* The employee has not completed all mandatory training
* The employee has had a significant amount of time away from work (for example, on sick leave or maternity etc. leave) and has therefore been unable to demonstrate competence in certain areas
* The employee has moved to a different role during their probationary period, which is very different, or in a different department
* Following an appeal against dismissal on the grounds of unsatisfactory completion of probationary period, the sanction of dismissal is reduced to give the employee further time to achieve the required level of performance

The decision to extend an employee’s probationary period may only be taken providing the following have been met:

* Throughout the probationary process, the new employee must be given the support, and any training necessary, to become an effective member of staff.
* If, at any time during the probationary period, an employee’s performance, conduct or attendance is deemed to be unsatisfactory, or they are not on track to complete any mandatory training or a required qualification, a prompt meeting must be held with them to discuss this,
* It is expected that further regular meetings will be held to monitor progress towards realistic targets and if necessary, individuals will be offered training, coaching and/or supervision to address problem areas.
* Concerns must have been discussed with the employee and appropriate support put in place, prior to the point at which they are informed their probationary period is being extended.

The HR Business Partner should be contacted to discuss the extension of a probationary period and will need to ensure the new probationary end date is recorded by HR Services.

Only one extension to the probationary period will be permitted and this will be for no longer than 6 months. The six months may commence from the date the employee returns to work, where it relates to a long-term absence (e.g. if they were on up to 12 months maternity leave).

When a probationary period is extended, the employee must receive written notification of this from their line manager, including the new probationary end date, within 10 working days. Managers should contact their HR Business Partner to discuss the notification before it is sent. The notification will advise the employee of the improvements required, standards to be met and/or training which must be completed, along with the timescale. It will also advise that failure to meet these will result in the non-completion of probationary period and therefore termination of employment.

A final probationary review meeting will be held prior to the end of the extension, where it will be decided whether to confirm the member of staff in post or end their employment with UCL.