**Section 302.300 Probationary Period**

a) A probationary period of six months shall be served by:

1) an employee who enters State service or commences a new period of continuous service;

2) an employee who is appointed following a competitive selection hiring sequence, whether or not it be considered an advancement in rank or grade.

b) A probationary period of four months shall be served by any employee who is promoted pursuant to Subpart G.

c) An employee transferred during the probationary period shall serve that portion of the probationary period that was not completed at the time of the transfer.

d) A probationary period shall not be deemed to be continued by the payment of any sum for vacation or other benefits accrued during the probationary period.

e) If an employee is absent from work for more than 15 consecutive calendar days during the probationary period because of leave of absence, disciplinary suspension, administrative leave, suspension pending discharge, sick leave, unauthorized absence, or work related injury or industrial disease, the absence shall serve to extend the probationary period by the length of the absence.

(Source: Amended at 48 Ill. Reg. 11318, effective July 16, 2024)