

REQUEST FOR EXTENSION OF PROBATIONARY PERIOD

This form is to be completed by the supervisor and HR representative at least 6 weeks prior to the end of the employee's first year based on Virginia Tech hire date. The form will not be processed if received after the employee's Virginia Tech hire date.

Per policy, extensions that are granted cannot be more than 18 months from the Virginia Tech hire date, typically an additional six months.

I am requesting this extension go until _____ [Date].

Employee Name (Last, First, Middle Initial)	Employee ID Number
Role Title	Original Hire Date
Senior Management Area	Department

Reason for Extension:

Select the appropriate choice and explain as required. Options are on both pages.

Probationary periods may be extended for up to six (6) additional months for performance, training, organizational changes, leave, special term/academic year appointment reasons as specified below. .

- ☐ **Performance** – *Circumstances beyond the employee's control that materially affect job performance*

Fully explain:

- ☐ **Training** - *During the extension, the employee must receive essential training that was unavailable during the first 12 months. This training may include any significant systems or technology changes that affect core job responsibilities*

Fully explain an explanation on why there was a delay in providing this training along with an outline of what will be offered.:

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- ☐ **Organizational** - *Changes in supervision or primary duties, such as a departmental transfer or change in position, departmental reorganizations impacting reporting relationships or job responsibilities*
- ☐ **Leave** - *The employee was on leave for 14+ consecutive days*
Provide the amount of time in days the employee was absent:

- ☐ **Special Term/Academic Year Appointment**
Provide the amount of time in days the employee was absent:

Approved by:

Supervisor Name (Print)	Supervisor Signature	Date
Reviewer's Name (Print)	Reviewer's Signature	Date
Employee's Name (Print)	Employee's Signature	Date

Approved by Senior Management Human Resources

Note: Must be HR Division Director or HR Manager

Name (Print)	Signature	Date
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COMPLETED FORMS TO BE SUBMITTED THROUGH HR PERFORMANCE PARTNER VIA TICKET REQUEST.
