

PG-E

FOR INTRA - COMPANY USES

From Division or Department
To Division or Department
FILE NO.
RE: LETTER OF
SUBJECT

INDUSTRIAL RELATIONS

741

Status of Employees Whose Probationary Periods are Interrupted

1065
17.5

272 Jan

PEP	SACTO DIV. PERSONNEL DEPT.		SRJL
RTD	FOLLOW-UP DATE		LMH
BGO	FEB 13 1985		EAL
BLD			ZACO
JCS			JLO
SEE MGR			
REPLY	COMMENT	RECOMMEND	FILE
COMPLIANCE BY		DATE	RETURN

February 8, 1985

REGIONAL AND G.O. PERSONNEL MANAGERS AND DIRECTORS:

Recently, we have received numerous questions concerning the attainment of regular status, bridging of service and benefit entitlements for employees whose probationary periods are interrupted by absences in excess of 30 calendar days. Usually the reasons for the interruption of the six-month probationary period are layoff for lack of work or transfer to the Compensation Payroll. Occasionally, an employee may have a cumulative total of more than 30 days of absence without leaving the active payroll; however, it would seem that such an employee would be terminated as not being suited for continued employment prior to the date regular status normally would be attained.

In any case, a probationary employee who is absent 31 or more consecutive or cumulative calendar days, must begin a new six-month accounting period commencing with: the first day worked after the 31st day of absence; the return to the active payroll from the Compensation Payroll; or the date rehired.

In determining the days of absence, non-workdays are counted if the employee is absent on the adjacent workdays.

Example:	Friday	Saturday	Sunday	Monday
	Absent	X	X	Absent

This counts as four days of absence.

Once the employee completes a six-month period with 30 or less days of absence, regular status shall be granted. In the case of the employee who is laid off for lack of work, once regular, service shall be bridged back to the original employment date provided the employee was rehired within one year of the date of lay-off.

With regular status, the employee becomes eligible for certain benefits such as employee rates, dental plan, vision care plan, pre-paid medical plan, paid holidays including two Floaters and a Birthday Holiday, if it has not already passed.

If when regular status is attained, service is bridged to an earlier date, the employee is eligible for other benefits such as paid sick leave and vacation entitlement, when the employee has one year of service counting from the earlier employment date. Below are a couple of examples:

EMPLOYEE A

10/27/83	hired
12/30/83	laid off for lack of work
3/19/84	rehired
9/19/84	regular status
	a. service bridged to 10/27/83
	b. eligible for paid holidays
	c. eligible for various benefit plans (i.e. employee rates, dental, etc.)
10/27/84	one year of service
	a. eligible for 80 hours of paid sick leave
	b. eligible for paid vacation subject to the provisions of Subsection 111.2(a) and Section 111.5 (and corresponding Clerical Sections)

EMPLOYEE B

9/1/83	hired
12/16/83	laid off for lack of work
5/14/84	rehired
11/14/84	regular status
	a. service bridged to 9/1/83
	b. eligible for paid holidays
	c. eligible for various benefit plans (i.e. employee rates, dental, etc.)
	d. eligible for 80 hours paid sick leave
	e. eligible for paid vacation subject to the provisions of Subsection 111.2(a) and Section 111.5 (and corresponding Clerical Sections)

It is important to note that bridging of service only occurs when a probationary employee is laid off for lack of work, resignations and discharges break service and if rehired the employee establishes a new service date.

If you have any questions, please call Margaret Short on 222-1123.


I. WAYLAND FONBRIGHT

MAShort(1123):sc

cc: SMBaldassarre
RHCunningham
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cy: "C" Dir. Pers. Mgrs.