|  |  |
| --- | --- |
| **Probationary Period** | **Trial Period** |
| [ ]  Extension | [ ]  Extension |
| [ ]  Termination | [ ]  Termination |
| **Employee Information** |
| Employee Name (Last, First) | PERNR | Classification/Title  |
|  |  |  |
| Supervisor | MAU/Department | University Hire Date | Date of hire into current position |
|  |  |  |  |
| Probationary/Trial Period end date | Termination effective date |
|  |  |
| For CTU, SSTU, 1585, and 324 probationary separation requests please calculate and provide number hours. Exclude extra hours worked (straight time and overtime): |  |
| Union:  | [ ] APSA | [ ]  APA | [ ]  CTU | [ ]  IATSE | [ ]  POAM | [ ]  SSTU | [ ]  1585 | [ ]  324 | [ ]  Non-Union |

|  |
| --- |
| **Reason for Extension/Termination:** |
|  |

|  |  |  |
| --- | --- | --- |
| **Employee’s Signature:** |  | Date |
| [ ]  I hereby certify that I have had an opportunity to review this document and understand I am to receive a copy of it. I understand that my signature does not necessarily mean I agree with this document, only that I have received a copy.. |  |
| [ ]  Employee declined to sign.  |

|  |  |
| --- | --- |
| **Employee Resources** |  |
| **Program** | **Website** | **Phone** | **Email**  |
| Employee Assistance Program (EAP) *Available to employees for six months after separation* | [eap.msu.edu](https://eap.msu.edu/) | 517-355-4506 | eap@msu.edu  |
| Resource Center for Persons with Disabilities (RCPD) | [rcpd.msu.edu](https://www.rcpd.msu.edu/) | 517-884-RCPD | WorkplaceAccommodations@hr.msu.edu |
| Leave Programs | [hr.msu.edu](https://hr.msu.edu/time-off-leave/) | 517-353-4434 | SolutionsCenter@hr.msu.edu  |
| Care and Intervention Team | [Care and Intervention | Office of Student Support & Accountability](https://ossa.msu.edu/cait) | (517) 884-0789 | ossa@msu.edu  |
| Misconduct Hotline | [misconduct.msu.edu](https://secure.ethicspoint.com/domain/media/en/gui/58826/index.html) | 800-763-0764 |  |
| Office for Civil Rights | [civilrights.msu.edu](https://civilrights.msu.edu/response-and-investigations/index.html) |  |  |
| Health promotion, Engagement, Accessibility, and Accommodation | [worklife.msu.edu](https://worklife.msu.edu/)[health4u.msu.edu](https://health4u.msu.edu/) | 517-353-1635 | worklife@msu.edu  |

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