**Section 620.510 Probationary Period**

a) A probationary period of six (6) months shall be served by:

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

2) an employee who is reinstated as provided under Section 620.1120;

3) an employee who is appointed from an open competitive eligible list, whether or not it is considered an advancement in rank or grade. Trainees whose positions are allocated upward may achieve probationary status pursuant to Section 620.210.

b) A probationary period of three (3) months shall be served by an employee who is demoted or promoted except a demoted probationary employee shall not be required to serve any probationary period if the employee previously held certified status in the class to which demoted. A probationary employee transferred during the probationary period shall serve that portion of the probationary period which was not completed at the time of such transfer.

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

d) If an employee is absent from work for more than fifteen (15) calendar days during the probationary period because of leave of absence, disciplinary suspension, sick leave, work-related injury, or industrial disease, the absence shall serve to extend the probationary period by the length of the absence.