Click or tap to enter a date.

**Name:**

**Title:**

**Department:**

**Subject:** Notice of Trial **Period** Extension

On Click or tap to enter a date., you began employment as a       on       within As you are aware, you are currently in your 90-day Trial Period, which expires on Click or tap to enter a date.. Based on your current performance or behavior, you have not successfully completed your Trial Period.

By mutual agreement, your Trial Period is being extended up to an additional 30 days from Click or tap to enter a date. to Click or tap to enter a date.; however, your employment may be terminated at any time during this 30-day extension period if there is not improved performance or behavior. Additionally, failure to agree to this extension will result in termination.

This extension is to provide you the opportunity to improve your performance or behavior in the following areas:



Your benefits will not be affected by this extension to your Trial Period. During or at the conclusion of this extension period, if the department determines you are not performing at the expected level of performance or maintaining appropriate workplace behavior for the position, you may take a Personal Leave of Absence for up to ninety days to permit you to seek other employment within the Duke University System. This leave may be renewed in three-month increments for up to one year - with department approval.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature Date