

REQUEST FOR EXTENSION OF WORKING TEST PERIOD

APPOINTING AUTHORITY

New Jersey Department of Personnel / State Human Resource Management

INSTRUCTIONS:

1. The procedures described herein are in accordance with and subject to the provisions of N.J.A.C. 4A:4-5.1 et seq.
2. The working test period shall commence with the date of beginning work after regular appointment and extend over a period of four months which may be extended an additional two months at the request of the Appointing Authority upon approval of the Department of Personnel.
3. A request for extension of the working test period must be submitted promptly to the Department of Personnel. It should be received within **five working days before** the expiration date of the four month working test period. Untimely requests will be disapproved and the employee shall be considered to have achieved permanent status. The Appointing Authority shall provide copies of this request to the probationer as indicated below.

DISTRIBUTION: Pink copy to probationer. Gold copy retained by Appointing Authority. White, green, and canary copies to Department of Personnel. After action has been taken, green copy is returned to Agency for its records. Appointing Authority sends canary copy to employee.



CHECK HERE
If This is Corrected Copy

Preparation Date:

Payroll Number:

To: _____
(Name of Probationer) (Social Security Number)

Your working test period beginning with your appointment as a probationer on _____
 and ending on _____ in the title of _____
 _____ has been extended through _____
(Date)

Explanation of extension request:

RECOMMENDED BY:

(Supervisor's Signature) (Appointing Authority Signature)

DO NOT WRITE BELOW / FOR DEPARTMENT OF PERSONNEL USE ONLY

ACTION BY DEPARTMENT OF PERSONNEL



Recorded As Requested

Recorded As Corrected

Disapproved Out Of Time

(Time and Date Received)

Signature: _____ **Date:** _____
Commissioner, Department of Personnel