

**UCOP Human Resources Procedure 61 – RELEASE DURING THE PROBATIONARY PERIOD OR
FROM LIMITED, CASUAL/RESTRICTED AND FLOATER APPOINTMENTS**

I. POLICY REFERENCE UC-PPSM 61, Release During the Probationary Period or From Limited, Casual/Restricted and Floater Appointments

II. APPLICABILITY Professional and Support Staff Only

III. GENERAL

Employees serving a probationary period or holding limited, casual/restricted or floater appointments may be released at any time at the sole discretion of the manager or department head. The employee shall be notified, in writing, of the release by his or her immediate supervisor.

Departments should consult with Local Human Resources regarding the release of an employee. An employee should be notified, in writing, by his or her immediate supervisor at the time of or prior to the release. In addition, the division or department must pay to affected employees all monies owed at the time of the release, including accrued vacation and compensatory time.

IV. AUTOMATIC RELEASE

An employee holding a limited, floater or casual/restricted appointment is automatically released as of the last day of the assignment unless there is a formal extension of the assignment that has been coordinated with the UCOP Employment and Staffing Services Unit by division or department personnel, as appropriate.