

90-Day Probationary Period

Issue:

Some employers don't allow new employees to take time off in the first 90 days of employment, even though they are accruing PTO. This policy can be problematic for lower-wage employees when they are the primary caregiver in their family.

Possible Solution:

Allow workers to use earned time off or sick days during the 90-day probationary period without penalty. If possible, remove the 90-day probationary period altogether.

HR Sample Policy:

The company expects that every employee to adhere to attendance requirements but also understands that in rare circumstances an absence is simply unavoidable, even during the first 90 days of employment.

Incumbent employees have the ability to use accrued PTO/vacation to cover unexpected absences. For new hires, employees who are in their first 90 days of employment, this option is not available. For those rare emergencies that new hires face, the company offers 3 grace days. The grace days allow the new hire to be absent with pay. The grace days are also not charged against the company's attendance program. Grace periods can only be taken as a full-day absence.

