

Introductory Period and Benefits Eligibility

INTRODUCTORY employees are those within their first 60 days of employment. The Introductory Period is designed to help new employees become familiar with RAILS' culture, expectations, and resources, and to allow both the employee and RAILS to confirm the position is a mutual fit. During this time, RAILS will evaluate the employee's attendance, skills, performance, and conduct. An employee's introductory status may affect eligibility for some benefits—please see Human Resources for more information. Completion of the introductory period does not mean the employee has a permanent job and is not in any other way inconsistent with RAILS' employment at-will policy. RAILS reserves the right to extend or shorten the Introductory Period within its discretion.

Benefits During Probationary Period:

- **Health Insurance:** Probationary employees are eligible for health benefits beginning on the first day of the month following their start date, in accordance with RAILS policy.
- **PLAW:** RAILS will issue probationary employees PLAW hours upfront on their first day of employment; however, usage may be subject to supervisor approval, in accordance with the Illinois Paid Leave for All Workers Act. (820 ILCS 192/1, *et. seq.*)

Vacation and Sick Leave:

- Probationary employees are not eligible for vacation or sick leave hours until successful completion of the 60-day probationary period.

Upon completion of the probationary period, employees will transition to regular employment status and gain full access to vacation and sick leave benefits.