Probation

Employers can put their employees on a probation period (also known as a probationary period) to assess if employees are suitable for the role and business.

The employer decides on the length of the probation period. It can range from a few weeks to a few months at the start of employment.

**Employee entitlements on probation**

While on probation, employees continue to receive the same entitlements as someone who isn’t in a probation period.

If hired on a full-time or part-time basis, an employee on probation is entitled to:
- accrue and access their paid leave entitlements such as annual leave and sick leave.
  - If an employee doesn’t pass their probation, they are still entitled to:
    - receive notice when employment ends
    - have their unused accumulated annual leave hours paid out.

**Templates to help manage probation**

Download our templates to help manage an employee’s probation period:
- Setting up a performance system checklist (DOCX 32.7KB) (www.fairwork.gov.au/ArticleDocuments/715/setting-up-a-performance-system-checklist.docx)
- Managing underperformance – initial steps checklist (DOCX 34.9KB) (www.fairwork.gov.au/ArticleDocuments/715/managing-underperformance-initial-steps-checklist.docx)
- Underperformance meeting plan (DOCX 46.5KB) (www.fairwork.gov.au/ArticleDocuments/766/underperformance-meeting-plan.docx)

**Think a mistake might have been made?**

Mistakes can happen. The best way to fix them usually starts with talking.

Check out our Fixing a workplace problem (www.fairwork.gov.au/workplace-problems/fixing-a-workplace-problem/default) section for practical advice on:
- figuring out if a mistake has been made
- talking to your employer or employee about fixing it
- getting help from us if you can’t resolve it.

**What to do next**

- Check leave entitlements using our Leave Calculator (http://calculate.fairwork.gov.au/Leave)

**Help for small business**

- Find tools, resources and information you might need on our Small business page (www.fairwork.gov.au/Find-help-for/Small-business/default)
You might also be interested in


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