



Timeline Guide for Professional Development Leave (PDL) Application Periods: Summer 2025, Fall 2025, Spring 2026

- Activity shaded in gray indicates an *activity or required deadline* for applicants.
- Activity not shaded (in white) indicates *recommended* timeline due dates.
- Activity shaded in light purple indicates PDL leave coordinator responsibility.

Description of Activity	To be Completed by:
Recommended: All interested applicants- attend the PDL information session offered by the Office of Human Resource and Strategic Talent Management (HRSTM).	Friday, October 25, 2024 or Friday, November 1, 2024 2–3:30 p.m. via Zoom
Applicant submits draft application to their supervisor for review and comments.	Friday, December 13, 2024
Applicant submits draft application to their administrator for review and comments.	Friday, December 20, 2024
Applicant submits application to their supervisor for final approval and comments.	Friday, January 17, 2025
Deadline to notify HRSTM Leave Request via email of intent to submit Professional Development Leave application. email: leaverequest@montgomerycollege.edu	Friday, January 24, 2025
Deadline to upload application uploads application and supporting documents via Workday.	Friday, January 31, 2025 (All applications must be received by this date via Workday)
HRSTM will send email to all applicants acknowledging receipt of application.	Week of February 3, 2025
Committee PDL application review.	By March 7, 2025
Committee recommendations are submitted to Vice President of Human Resources and Strategic Talent Management.	By March 14, 2025
Professional Development Leave Coordinator is notified of results.	By April 11, 2025
Applicants are notified of final decision.	By April 18, 2025
Following return from leave, Administrator/Staff submits professional development leave accomplishment report to supervisor.	Within 30 calendar days of return