



**Timeline Guide for Professional Development Leave (PDL)**  
**Application Periods: Summer 2024, Fall 2024, Spring 2025**

| Description of Activity                                                                                                                                           | To be Completed by:                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>Recommended:</b> All interested applicants- attend the PDL information session offered by the Office of Human Resource and Strategic Talent Management (HRSTM) | <b>Friday, December 8, 2023 2–3:30 p.m. via Zoom meeting</b>                              |
| Applicant submits draft application to their supervisor for review and comments                                                                                   | Friday, January 12, 2024                                                                  |
| Applicant submits draft application to their administrator for review and comments                                                                                | Friday, January 26, 2024                                                                  |
| Applicant submits application to their supervisor for final approval and comments                                                                                 | Friday, February 9, 2024                                                                  |
| Applicant notifies Professional Development Leave Coordinator in HRSTM, <a href="#">Carla Ammerman</a> , by email of intent to submit application                 | Friday, February 16, 2024                                                                 |
| <b>Applicant uploads application and supporting documents via Workday.</b>                                                                                        | <b>Friday, March 1, 2024 (All applications must be received by this date via Workday)</b> |
| Email sent to all applicant acknowledging receipt of application                                                                                                  | Week of March 4, 2024                                                                     |
| Committee members meet to receive charge and materials                                                                                                            | Week of March 11, 2024                                                                    |
| Committee members meet to review PDL applications                                                                                                                 | Week of April 1, 2024                                                                     |
| Committee recommendations are submitted to CHRO                                                                                                                   | Week of April 15, 2024                                                                    |
| <b>Applicants are notified of final decision.</b>                                                                                                                 | <b>Week of May 20, 2024</b>                                                               |
| <b>Recipient submits leave report to their supervisor.</b>                                                                                                        | <b>Within 30 calendar days of return</b>                                                  |