



Timeline Guide for Sabbatical Leave Applications Leave Periods Fall 2024/Spring 2025

Description of Activity	Dates
Sabbatical Leave Information Seminar: Helpful Tips for Preparing Your Sabbatical Leave Application	Friday August 25, 2023 via Zoom 2–3:30 p.m. Sign up: MC Learns through Workday
Submit draft application to Department Chair.	By Friday, September 29
Application returned to applicant after Department Chair’s review.	By Friday, October 13
Applicant submits draft application to Dean.	By Friday, October 20
Application returned to applicant after review with Dean.	By Friday, November 3
Applicant notifies Leave Requests via e-mail of intent to submit application at: leaverequests@montgomerycollege.edu	By Friday, November 3
Approval path for recommendations and e-signature: <ul style="list-style-type: none"> • Applicant submits <i>final</i> application to Department Chair. • Department Chair forwards the application to the Dean. • Dean forwards the application to the VPP. • VPP returns the application to faculty member. 	By Wednesday, November 8
Applicant must submit final and complete application, accompanying materials and leave request via Workday .	Friday, November 17, 2023 (applications must be received by HRSTM by this date)
HRSTM acknowledges receipt of application to applicant and their campus provost.	By Thursday, November 23
HRSTM submits applications to Sabbatical Leave Committee.	Wednesday, November 29
Sabbatical Leave Committee (SLC) meets to evaluate applications.	Friday, January 19
SLC submits recommendations to Sabbatical Leave Coordinator (Carla Ammerman) in HRSTM.	Monday, February 5
Leave Coordinator submits final recommendations to Senior Vice Presidents for final Approval.	February 6 – 16
HRSTM is notified of results.	Monday, February 26
Memos and acknowledgements are e-mailed to applicants.	Week of March 4
Sabbatical leave begins for approved applicants.	August 2024 or January 2025
Following return from leave, Faculty submits sabbatical leave report to Chair, Dean, and HRSTM to review and close file.	Within 60 calendar days after the beginning of the academic semester following the conclusion of the sabbatical leave