



Timeline Guide for Professional Development Leave
Applications Periods: Summer 2021, Fall 2021, Spring 2022

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, November 20, 2020 2-3:30 via Zoom meeting
Applicant submit a draft application to their supervisor for review and comments	Friday, January 8, 2021
Supervisor returns the application to applicant	Friday, January 15, 2021
Applicant submit the draft application to their administrator for review and comments	Friday, January 22, 2021
Administrator returns the draft application to applicant	Friday, January 29, 2021
Applicant sends the application to their supervisor for final approval and comments	Friday, February 12, 2021
Applicant notifies Professional Development Leave Coordinator in HRSTM, Lori Stegeman , by email of intent to submit application (Optional)	Friday, February 19, 2021
Applicant uploads application and supporting documents via Workday.	Friday, Feb. 26 2021 (All applications must be received by this date via Workday)
An e-mail will be sent to all applicants acknowledging receipt of application. Administrator applications are forwarded to the Chief Human Resources Officer (CHRO) for HRSTM.	Week of March 5, 2021
Committee members meet to receive charge and materials	Week of March 12, 2021
Committee members meet to deliberate	Week of April 2 2021
Recommendations are submitted to CHRO.	Week of April 16, 2021
Applicants are notified of the decision	Week of May 14, 2021
Leave commences	Date based on leave request
Recipient submits leave report to their supervisor	Within 30 calendar days of return