



Professional Development Leave Final Report Guidelines

Upon return from professional development leave (PDL), employees are required to submit a report to their supervisor and HRSTM via email leaverequest@montgomerycollege.edu. The report is due within 30 days of return from leave, and should be no longer than two pages.

Please include the following information:

Name:

M#:

Start date and end date of PDL:

- What was the purpose of your PDL?
- What were the outcomes of your PDL?
- Did you accomplish your goals?
- Was the final outcome different and how?
- How will completion of your PDL accomplishment enhance your contribution to the College?