



Timeline Guide for Professional Development Leave (PDL)

Application Periods: Summer 2026, Fall 2026, Spring 2027

Description of Activity	To be Completed by:
Recommended: All interested applicants should attend the PDL information session offered by the Office of Human Resources and Strategic Talent Management (HRSTM)	Friday, December 5, 2025 2–3:30 p.m. via Zoom Friday, December 12, 2025 10–11:30 a.m. via Zoom
Applicant submits draft application to their supervisor for review and comments	Friday, January 9, 2026
Applicant submits draft application to their administrator for review and comments	Friday, January 23, 2026
Applicant submits application to their supervisor for final approval and comments	Friday, February 6, 2026
Deadline to notify HRSTM Leave Request via email to intent to submit Professional Development Leave Email: Leaverequest@montgomerycollege.edu	Friday, February 20, 2026
Applicant uploads application and supporting documents via Workday.	Friday, March 6, 2026 (All applications must be received by this date via Workday)
Email sent to all applicant acknowledging receipt of application	By Friday, March 13, 2026
Committee members meet to receive charge and materials	By Friday, March 13, 2026
Committee members meet to review PDL applications	Friday, March 27, 2026
Committee recommendations are submitted to Vice President of Human Resources and Strategic Talent Management	Week of April 6, 2026
Applicants are notified of final decision.	Week of April 27, 2026
Recipient submits leave report to their supervisor.	Within 30 calendar days of return