



Timeline Guide for Sabbatical Leave Applications for Leave Periods Fall 2021/Spring 2022

Description of Activity	Dates
Sabbatical Leave (SL) Information Class -Helpful Tips for Preparing Your Sabbatical Leave Application	Friday September 18, 2020 Via Zoom 2-3:30 p.m. Sign up through MC Learns
Applicant submits draft application to Department Chair	Friday, Oct. 9
Application returned to applicant after Chair's review	Friday, Oct. 23
Applicant submits draft application to Dean	Friday, Oct. 30
Application returned to applicant after review with Dean	Friday, Nov. 6
Applicant notifies Sabbatical Leave Coordinator in HRSTM: (Lori Stegeman) by e-mail of intent to submit application (<i>optional</i>)	Friday, Nov. 6
Applicant submits <i>final</i> e-application to chairperson for recommendation and e-signature. The chair forwards the e-application to the dean for recommendation and e-signature. The Dean forwards the e-application to the Vice President & Provost for recommendation and e-signature.	Wednesday, Nov. 11
Vice President & Provost forwards e-application and supporting documents by email to: HRBenefits@montgomerycollege.edu	Friday, Nov. 20 (applications must be received by this date) to HRSTM
HRSTM acknowledges receipt of application to applicant	Thursday, Nov.26
HRSTM submits applications to Sabbatical Leave Committee	Wednesday, Dec. 2
Sabbatical Leave Committee meets to discuss applications	Friday, March 5
SLC submits recommendations to Sabbatical Leave Coordinator in HRSTM: Lori Stegeman in HRSTM	Monday, March 8
Sabbatical Leave Coordinator submits final recommendations to Senior Vice Presidents for final approval	Wednesday, March 10
HRSTM is notified of results; memos and acknowledgements are prepared to be sent to applicants	Monday, March 15
Memos and acknowledgements are e-mailed to applicants	Week of March 15
Sabbatical leave begins for approved applicants	August 2021 or January 2022
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