



## Timeline Guide for Sabbatical Leave Applications

### Leave Periods: Fall 2025/Spring 2026

- Gray-shaded activity:** Indicates an applicant’s required *activity or deadline*.
- White-shaded activity:** Represents *recommended* timeline due dates.
- Light purple-shaded activity:** Reflects responsibility of the sabbatical leave coordinator.

DESCRIPTION OF ACTIVITY	DATES
Sabbatical Leave Information Seminar: <i>Helpful Tips for Preparing Your Sabbatical Leave Application</i>	<p><b>Friday, August 30, 2024, 2–3:30 p.m., via Zoom.</b></p> <p><b>Friday, September 6, 2024, 10:30 a.m.–noon, via Zoom.</b></p>
Applicant submits draft application to the Department Chair	By Friday, September 20, 2024
Application returned to the applicant after Department Chair’s review	By Friday, September 27, 2024
Applicant submits draft application to the Dean	By Wednesday, October 2, 2024
Application returned to the applicant after Dean’s review	By Friday, October 11, 2024
Deadline to notify <a href="#">HRSTM Leave Request</a> via email of intent to submit Sabbatical Leave application.  Email: <a href="mailto:leaverequest@montgomerycollege.edu">leaverequest@montgomerycollege.edu</a>	By Friday, October 11, 2024
Approval path for recommendations and e-signature: <ul style="list-style-type: none"> <li>Applicant submits the <i>final</i> application to the Department Chair.</li> <li>Department Chair forwards the application to the Dean.</li> <li>Dean forwards the application to the Academic Vice President.</li> <li>Academic Vice President returns the application to the faculty member.</li> </ul>	By Wednesday, October 16, 2024
Applicant must submit the final, complete application, along with accompanying materials, and the leave request via <b>Workday</b> .	<b>Friday, October 18, 2024 (Applications must be received by HRSTM by this date.)</b>
HRSTM acknowledges receipt of application to applicant, their Dean, and the Academic Vice President.	By Tuesday, October 22, 2024



HRSTM submits applications to the Sabbatical Leave Committee (SLC) for review and evaluation.	Friday, October 25, 2024
SLC meets to confer on applications and submits recommendations to the Sabbatical Leave Coordinator (Carla Ammerman) in HRSTM.	Friday, November 22, 2024
Sabbatical Leave Coordinator submits SLC recommendations to the Vice President of Human Resources and Strategic Talent Management (HRSTM) for final review.	Friday, December 13, 2024
Vice President of HRSTM submits final recommendations to the Senior Vice Presidents for final approval.	Friday, December 20, 2024
Senior Vice Presidents provide approval notice to the VP of HRSTM.	Friday, January 10, 2025
Memos and acknowledgements are e-mailed to applicants.	By Friday January 24, 2025
Sabbatical leave begins for approved applicants.	August 2025 or January 2026
Following return from leave, faculty submits sabbatical leave report to the Chair, Dean, and HRSTM to review and close file.	<b>Within 60 calendar days after the beginning of the academic semester following the conclusion of the sabbatical leave.</b>