



Timeline Guide for Sabbatical Leave Applications

Leave Periods Fall 2026/Spring 2027

	Activity shaded in gray indicates an <i>activity or required deadline</i> for applicants
	Activity not shaded (in white) indicates <i>recommended</i> timeline due dates
	Activity shaded in light purple indicates sabbatical leave coordinator responsibility.

Description of Activity	Dates
Sabbatical Leave Information Seminar: <i>Helpful Tips for Preparing Your Sabbatical Leave Application</i>	Friday, August 29, 2025 Via Zoom 2:00-3:30 p.m. Friday, September 5, 2025 Via Zoom 10:30 a.m. – noon
Applicant Submits draft application to Department Chair	By Friday, September 26
Application returned to applicant after Department Chair's review	By Friday, October 10
Applicant submits draft application to Dean	By Friday, October 17
Application returned to applicant after review with Dean	By Friday, October 31
Deadline to notify HRSTM Leave Request via email of intent to submit Sabbatical Leave application. email: leaverequest@montgomerycollege.edu	By Friday, November 7
Approval path for recommendations and e-signature: <ul style="list-style-type: none"> Applicant submits <i>final</i> application to Department Chair. Department Chair forwards the application to the Dean. Dean forwards the application to the respective Vice President of Academics and Instruction. Vice President of Academics and Instruction returns the application to faculty member. 	By Friday, November 7
Applicant must submit final and complete application, accompanying materials, and leave request via Workday .	Friday, November 14 (applications must be received by HRSTM by this date)
HRSTM acknowledges receipt of application to applicant, their Dean and Vice President of Academics and Instruction.	By Friday, November 21
HRSTM submits applications to Sabbatical Leave Committee for review and evaluation.	Friday, December 12



Sabbatical Leave Committee (SLC) meets to confer on applications and submits recommendations to Sabbatical Leave Coordinator (Carla Ammerman) in HRSTM.	Friday, January 23
Sabbatical Leave Coordinator submits SLC recommendations to Vice President of Human Resources & Strategic Talent Management (HRSTM) for final review.	Friday, January 30
Vice President of HRSTM submits final recommendations to Senior Vice Presidents for final approval.	Friday, February 6
Senior Vice Presidents provide approval notice to VP of HRSTM	Friday, February 20
Memos and acknowledgements are e-mailed to applicants.	By Friday, March 6
Sabbatical leave begins for approved applicants.	August 2026 or January 2027
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