



## TIMELINE GUIDE FOR SABBATICAL LEAVE APPLICATIONS

### LEAVE PERIODS: FALL 2027 AND SPRING 2028

-  Activity shaded in gray indicates an activity or **required deadline** for applicants
-  Activity not shaded (in white) indicates **recommended timeline** due dates
-  Activity shaded in light purple indicates sabbatical leave **coordinator responsibility**

| Description of Activity                                                                                                                                                                                                                                                                                                                                                                                                             | Date (s)                                                                                                                                                       |
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| Sabbatical Leave Information Seminar: <i>Preparing Your Sabbatical Leave Application</i>                                                                                                                                                                                                                                                                                                                                            | <b>Friday, September 11, 2026</b><br><a href="#">via Zoom</a> 10:30 a.m.-Noon<br><br><b>Friday, September 18, 2026</b><br><a href="#">via Zoom</a> 2-3:30 p.m. |
| Applicant Submits draft application to Department Chair                                                                                                                                                                                                                                                                                                                                                                             | By <b>Friday, October 2, 2026</b>                                                                                                                              |
| Application returned to applicant after Department Chair's review                                                                                                                                                                                                                                                                                                                                                                   | By <b>Friday, October 9, 2026</b>                                                                                                                              |
| Applicant submits draft application to Dean                                                                                                                                                                                                                                                                                                                                                                                         | By <b>Friday, October 16, 2026</b>                                                                                                                             |
| Application returned to applicant after review with Dean                                                                                                                                                                                                                                                                                                                                                                            | By <b>Friday, October 30, 2026</b>                                                                                                                             |
| Deadline to notify <a href="#">HRSTM Leave Request</a> via email of intent to submit Sabbatical Leave application<br><br>Email <a href="mailto:leaverequest@montgomerycollege.edu">leaverequest@montgomerycollege.edu</a>                                                                                                                                                                                                           | By <b>Friday, November 7, 2026</b>                                                                                                                             |
| Approval path for recommendations and e-signature: <ul style="list-style-type: none"> <li>• Applicant submits <u>final</u> application to Department Chair</li> <li>• Department Chair forwards the application to the Dean</li> <li>• Dean forwards the application to the Vice President of Academics and Instruction</li> <li>• Vice President of Academics and Instruction returns the application to faculty member</li> </ul> | By <b>Friday, November 7, 2026</b>                                                                                                                             |
| Applications due to HRSTM. Applicant must submit final and complete application, accompanying materials, and leave request via <b>Workday</b> .                                                                                                                                                                                                                                                                                     | <b>Friday, November 13, 2026</b>                                                                                                                               |



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| HRSTM acknowledges receipt of application to applicant, their Dean and Vice President of Academics and Instruction.                                     | By <b>Friday, November 20, 2026</b>                                                                  |
| HRSTM submits applications to Sabbatical Leave Committee for review and evaluation.                                                                     | <b>Friday, December 11, 2026</b>                                                                     |
| Sabbatical Leave Committee (SLC) meets to confer on applications and submits recommendations to Sabbatical Leave Coordinator, Carla Ammerman, in HRSTM. | <b>Friday, January 22, 2027</b>                                                                      |
| Sabbatical Leave Coordinator submits SLC recommendations to Vice President/Chief Human Resources Officer for final review.                              | <b>Friday, January 29, 2027</b>                                                                      |
| Vice President/Chief Human Resources Officer submits final recommendations to Senior Vice Presidents for final approval.                                | <b>Friday, February 5, 2027</b>                                                                      |
| Senior Vice Presidents provide approval notice to Vice President/Chief Human Resources Officer.                                                         | <b>Friday, February 19, 2027</b>                                                                     |
| Memos and acknowledgements are e-mailed to applicants.                                                                                                  | By <b>Friday, March 5, 2027</b>                                                                      |
| Sabbatical leave begins for approved applicants.                                                                                                        | <b>August 2027 or January 2028</b>                                                                   |
| Following return from leave, Faculty submits sabbatical leave report to Chair, Dean, and HRSTM to review and close file.                                | <b>Within 60 calendar days of the start of the academic semester following the sabbatical leave.</b> |