



**Timeline Guide for Professional Development Leave Applications**

**Leave Periods: Summer 2018, Fall 2018, Spring 2019**

Description of Activity	To be Completed by:
<b>Recommended:</b> All interested Applicant- Attend the PDL informational session offered by the Office of Human Resource and Strategic Talent Management (HRSTM)	Tuesday, November 14, 2017 CT Building, S102- 1st Flr. Conf. Rm; 2pm-3:30pm
Applicant submit a draft application to their supervisor for review and comments	Friday, January 5, 2018
Supervisor returns the application to applicant	Friday, January 12
Applicant submit the draft application to their administrator for review and comments	Friday, January 19
Administrator returns the draft application to applicant	Friday, January 26
Applicant send the application to their supervisor for final approval and comments	Friday, February 2
Applicant notifies Professional Development Leave Coordinator in HRSTM, Erica Bailey, by email of intent to submit application (Optional) <a href="mailto:Erica.Bailey@montgomerycollege.edu">Erica.Bailey@montgomerycollege.edu</a>	Friday, February 9
<b>Applicant upload application and supporting documents via Workday to the Coordinator of PDL, Erica Bailey</b>	<b>Friday, Feb. 23 (All applications must be received by this date via Workday)</b>
An e-mail will be sent to all applicants acknowledging receipt of application. Administrator applications are forwarded to the Interim Chief Officer for HRSTM	Week of February 26
Committee members meet to receive charge and materials	Week of March 5
Committee members meet to deliberate	Week of March 26
Recommendations are submitted to director of professional & organizational development	Week of April 9
Applicants are notified of the decision	Week of May 7
Leave commences	Date based on leave request
Recipient submits leave report to their supervisor	Within 30 calendar days of return