

Timeline Guide for Sabbatical Leave Applications for Leave Periods Fall 2018, Spring 2019

Description of Activity	Dates
Sabbatical Leave (SL) Information Class -Helpful Tips for ...	Thursday, Aug. 24, 2-3:30 p.m. CT Building, S102- 1st Flr. Conf. Rm
Applicant submits draft application to Department Chair	Friday, Sept. 29
Application returned to applicant after Chair's review	Friday, Oct. 13
Applicant submits draft application to Dean	Friday, Oct. 20
Application returned to applicant after review with Dean	Friday, Oct. 27
Applicant notifies Sabbatical Leave Coordinator in HRSTM: Erica Bailey by e-mail of intent to submit application (<i>optional</i>)	Friday, Oct. 27
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. 1
Vice President & Provost forwards e-application and supporting documents by email to: Erica.Bailey@montgomerycollege.edu	Friday, Nov. 10 (applications must be received by this date) to HRSTM
HRSTM acknowledges receipt of application to applicant	Thursday, Nov.16
HRSTM submits applications to Sabbatical Leave Committee	Wednesday, Nov. 22
Sabbatical Leave Committee meets to discuss applications	Friday, Jan. 26, 2018
SLC submits recommendations to Interim Director of HR Operation, Krista Leitch Walker	Monday, Feb. 5
Interim Director of HR Operations, Krista Leitch Walker submits final recommendations to Senior Vice Presidents for approval	Tuesday, Feb. 6 - Friday, Feb. 16
HRSTM is notified of results; memos and acknowledgements are prepared to be sent to applicants	Monday, Feb. 26
Memos and acknowledgements are e-mailed to applicants	Week of March 12th
Sabbatical leave begins for approved applicants	August 2018 or January 2019
Following return from leave, Faculty submits sabbatical leave report to Chair, Dean, and HRSTM to review and close file.	March 4, 2019 or October 25, 2019 (using proposed academic calendar 17-18; October date to be determined when 18-19 calendar is available)