**2021-22 Calendar for Processing Professional Leave Applications**  
*(For Leaves Effective 2022-23)*

**September 28**  
*Academic Personnel* distributes Leave with Pay eligibility lists, target allocations, and deadlines to the deans and department heads/chairs. As soon as possible after receiving the eligibility lists, *Deans/equivalent administrators notify eligible employees of eligibility and application deadline.*

**Sept 28 – Oct 8**  
*Department heads/chairs* review eligibility lists and bring corrections to attention of college dean’s office.

**October 8**  
*Colleges* provide all corrections to eligibility lists and copies of current Leave with Pay criteria statements to *Academic Personnel*.

**November 5**  
*Candidates* are responsible for submitting applications for leave with pay to *Dean’s Office* or equivalent.

**November 17**  
Following consultation with the departmental faculty, *department head/chair* forwards to the dean/appropriate administrator all leave applications, to include a statement regarding the possible effect on the curriculum and operation of the department should the employee be granted a leave with pay (MOU 27.6, 28.7 and 28.8). *Deans* transmits applications to CPLC chair for review.

**December 8**  
*CPLC/equivalent* shall complete their review of sabbatical leave applications and interview candidates for sabbatical leaves on or before this date, if interviews are required. *(CPLC/equivalent review/interview difference-in-pay leave applicants if required by college/library/counseling procedures).*

**December 10**  
*(Wednesday of Fall Quarter Finals Week)*  
Recommendations of the *CPLC/equivalent* are forwarded, along with the applications, to the dean with a summary report containing the following information for each applicant in ranked order: name, rank, department, recommendations, ranking, and a one paragraph abstract or summary of the proposal.

**January 7**  
*Deans/equivalent* forward to the Provost on the Leave with Pay Summary Spreadsheet provided by *Academic Personnel*:
- a copy of their recommendations and rankings;
- the CPLC/equivalent recommendations and rankings;
- the department head/chair recommendations;
- the departmental leave committee recommendations;
- a one paragraph abstract or summary of the proposal;
- all sabbatical and difference-in-pay leave applications;
- all sabbatical and difference-in-pay leave recommendations;
- a report of the criteria and procedures followed in the recommendation process.

**February 22**  
*Provost/Executive Vice President for Academic Affairs* notifies applicants of final decision.

**April 29**  
*Sabbatical and Difference-in-Pay Leave Recipients* must complete notarization of Leave with Pay Agreement (AP 112-B) and Promissory Note (AP 112-C).

**Within Two Months of Return from Leave**  
*Sabbatical and Difference-in-Pay Leave Recipients* must submit a post leave report to the college dean/equivalent (with a copy to the department head/chair), which should be filed in the faculty member’s PAF.