2023-24 Calendar for Processing Professional Leave Applications
(For Leaves Effective 2024-25)

September 25  Academic Personnel distributes Leave with Pay eligibility lists, target allocations, and deadlines to the deans and department heads/chiefs. As soon as possible after receiving the eligibility lists, Deans/equivalent administrators notify eligible employees of eligibility and application deadline.

Sept 25 – Oct 4  Department heads/chiefs review eligibility lists and bring corrections to attention of college dean’s office.

October 4  Colleges provide all corrections to eligibility lists and copies of current Leave with Pay criteria statements to Academic Personnel.

November 6  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 13  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 15  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 18  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.

March 1  Provost/Executive Vice President for Academic Affairs notifies applicants of final decision.

May 3  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.