2018-19 Calendar for Processing Professional Leave Applications
(For Leaves Effective 2019-20)

September 24  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 24 – Oct 15  Department heads/chiefs review eligibility lists and bring corrections to attention of college dean’s office.

October 15  Colleges provide all corrections to eligibility lists and copies of current Leave with Pay criteria statements to Academic Personnel.

October 29  Candidates are responsible for submitting applications for leave with pay to department heads/chiefs.

November 9  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). Dean transmits applications to CPLC chair for review.

December 12  CPLC/equivalent shall complete their review of sabbatical leave applications and interview candidates for sabbatical leaves on or before this date. (CPLC/equivalent review/interview difference-in-pay leave applicants if required by college/library/counseling procedures).

December 14  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 11  Deans/equivalent forward to the Provost 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 with appropriate signatures;
- a report of the criteria and procedures followed in the recommendation process.

February 11  Provost/Executive Vice President for Academic Affairs notifies applicants of final decision.

April 30  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.