

# 2023-24 Calendar for Processing Professional Leave Applications

(For Leaves Effective 2024-25)

<b>September 25</b>	<b>Academic Personnel</b> 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, <b>Deans/equivalent administrators notify eligible employees of eligibility and application deadline.</b>
<b>Sept 25 – Oct 4</b>	<b>Department heads/chairs</b> review eligibility lists and bring corrections to attention of college dean's office.
<b>October 4</b>	<b>Colleges</b> provide all corrections to eligibility lists and copies of current Leave with Pay criteria statements to Academic Personnel.
<b>November 6</b>	<b>Candidates</b> are responsible for submitting applications for leave with pay to <b>Dean's Office</b> or equivalent.
<b>November 17</b>	Following consultation with the departmental faculty, <b>department head/chair</b> 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). <b>Deans</b> transmits applications to CPLC chair for review.
<b>December 13</b> (Wednesday of Fall Quarter Finals Week)	<b>CPLC/equivalent</b> 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).
<b>December 15</b> (Friday of Fall Quarter Finals Week)	Recommendations of the <b>CPLC/equivalent</b> 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.
<b>January 18</b>	<b>Deans/equivalent</b> forward to the Provost on the Leave with Pay Summary Spreadsheet provided by Academic Personnel: <ul style="list-style-type: none"><li>♦ a copy of their recommendations and rankings;</li><li>♦ the CPLC/equivalent recommendations and rankings;</li><li>♦ the department head/chair recommendations;</li><li>♦ the departmental leave committee recommendations;</li><li>♦ a one paragraph abstract or summary of the proposal;</li><li>♦ all sabbatical and difference-in-pay leave applications;</li><li>♦ all sabbatical and difference-in-pay leave recommendations;</li><li>♦ a report of the criteria and procedures followed in the recommendation process.</li></ul>
<b>March 1</b>	<b>Provost/Executive Vice President for Academic Affairs</b> notifies applicants of final decision.
<b>May 3</b>	<b>Sabbatical and Difference-in-Pay Leave Recipients</b> must complete notarization of Leave with Pay Agreement (AP 112-B) and Promissory Note (AP 112-C).
<b>Within Two Months of Return from Leave</b>	<b>Sabbatical and Difference-in-Pay Leave Recipients</b> 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.