



## Timeline Guide for Professional Development Leave (PDL)

### Application Periods: Summer 2022, Fall 2022, Spring 2023

Description of Activity	To be Completed by:
<b>Recommended:</b> All interested applicants- attend the PDL information session offered by the Office of Human Resource and Strategic Talent Management (HRSTM)	<b>Friday, December 10, 2021 2-3:30 via Zoom meeting</b>
Applicant submits a draft application to their supervisor for review and comments	Friday, January 14, 2022
Supervisor returns the application to applicant	Friday, January 21, 2022
Applicant submits the draft application to their administrator for review and comments	Friday, January 28, 2022
Administrator returns the draft application to applicant	Friday, February 4, 2022
Applicant sends the application to their supervisor for final approval and comments	Friday, February 11, 2022
Applicant notifies Professional Development Leave Coordinator in HRSTM, <a href="#">Lori Stegeman</a> , by email of intent to submit application	Friday, February 18, 2022
<b>Applicant uploads application and supporting documents via Workday.</b>	<b>Friday, March 4, 2022 (All applications must be received by this date via Workday)</b>
An e-mail will be sent to all applicants acknowledging receipt of application.	Week of March 7, 2022
Committee members meet to receive charge and materials	Week of March 14, 2022
Committee members meet to deliberate	Week of April 4, 2022
Recommendations are submitted to CHRO.	Week of April 18, 2022
Applicants are notified of the decision	Week of May 16, 2022
Leave commences	Date based on leave request
Recipient submits leave report to their supervisor	Within 30 calendar days of return