



Timeline Guide for Sabbatical Leave Applications Leave Periods Fall 2023/Spring 2024

Description of Activity	Dates
Sabbatical Leave Information Seminar: Helpful Tips for Preparing Your Sabbatical Leave Application	Friday August 26, 2022 Via Zoom 2-3:30 p.m. Sign up: MC Learns through Workday
Applicant submits draft application to Department Chair	By Friday, Sept. 30th
Application returned to applicant after Department Chair's review	By Friday, Oct. 14th
Applicant submits draft application to Dean	By Friday, Oct. 21nd
Application returned to applicant after review with Dean	By Friday, Nov 4th
Applicant notifies Sabbatical Leave Coordinator in HRSTM (Carla Ammerman) via e-mail of intent to submit application	By Friday, November 4th
Applicant submits <i>final</i> e-application to Department Chair for recommendation and e-signature. Department Chair then forwards the application to the Dean for recommendation and e-signature. Dean forwards the application to the VPP for recommendation and e-signature. VPP returns the application to faculty member.	By Wednesday, Nov. 9th
Faculty member submits the final application, accompanying materials, and leave request via Workday .	Friday, Nov. 18, 2022 (applications <u>must</u> be received by HRSTM by this date)
HRSTM acknowledges receipt of application to applicant and their campus provost.	By Thursday, Nov.24th
HRSTM submits applications to Sabbatical Leave Committee.	Wednesday, Nov.30th
Sabbatical Leave Committee (SLC) meets to discuss applications.	Friday, Jan. 20th
SLC submits recommendations to Sabbatical Leave Coordinator (Lori Stegeman) in HRSTM.	Monday, Feb. 6th
Leave Coordinator submits final recommendations to Senior Vice Presidents for final Approval.	Tuesday, Feb. 7th - Friday, Feb. 17th
HRSTM is notified of results; memos and acknowledgements are prepared to be sent to applicants.	Monday, Feb. 27th
Memos and acknowledgements are e-mailed to applicants.	Week of March 6th
Sabbatical leave begins for approved applicants.	August 2023 or January 2024
Following return from leave, Faculty submits sabbatical leave report to Chair, Dean, and HRSTM to review and close file.	Within 60 calendar days after the beginning of the academic semester following the conclusion of the sabbatical leave

