

CALENDAR FOR PROCESSING PROFESSIONAL LEAVE WITH PAY APPLICATIONS

- October 15** Leave with pay eligibility lists, target allocations, and deadlines are distributed by the Office of Academic Personnel to the deans and department heads/chairs. Department heads/chairs notify eligible employees of eligibility and deadlines, and make application forms available.
- November 1** Candidates are responsible for submitting applications for leaves with pay to department heads/chairs.
- November 9** *Sabbatical Leave applications* are forwarded to CPLCs/LPLC via the deans with department heads'/chairs' recommendations following consultation with the departmental faculty. *Difference-in-Pay Leave applications* remain in departments until the Friday of Fall Quarter Finals Week.
- The department shall provide a statement to the appropriate administrator and to the CPLC/LPLC (for sabbatical applications) regarding the quality of the proposed leave project and the possible effect on the resources of the department should the employee be granted a leave with pay. (MOU 27.6 & 28.8)
- Wednesday of Fall Quarter Finals week** The CPLCs and LPLC shall complete their review of sabbatical leave applications and interview candidates for sabbatical leaves on or before this date.
- Friday of Fall Quarter Finals Week** Recommendations regarding *sabbatical leave applications* by the CPLCs/LPLC are forwarded, along with the applications, to the deans with a summary report containing the following information for each applicant: name, rank, department, recommendations, and a one paragraph abstract or summary of the proposal.
- Departmental leave committees and department heads/chairs shall send written recommendations regarding *difference-in-pay applications*, along with the applications, to deans.
- January 10** Deans forward to the Provost and Vice President for Academic Affairs:
- ◆ a copy of their recommendations;
 - ◆ the CPLCs/LPLC recommendations regarding sabbatical leave applications;
 - ◆ the department heads'/chairs' recommendations;
 - ◆ the departmental leave committees' recommendations regarding difference-in-pay leave applications;
 - ◆ all sabbatical and difference-in-pay leave applications; and
 - ◆ a report of the criteria and procedures followed in the recommendation process.
- February 25** The Provost and Vice President for Academic Affairs notifies applicants of final decision.

Whenever one of the above dates falls on a weekend or academic holiday, the deadline is extended to the next regularly scheduled academic workday.