

## **SABBATICAL LEAVE AND LEAVE WITHOUT PAY**

### **Process during FY2018 for awards to be granted FY2019**

Second Friday of March <b>March 10, 2017</b>	First call for sabbatical leave requests for the second subsequent academic year
Second Friday of April <b>April 14, 2017</b>	Second call for sabbatical leave requests
Last day of Spring semester <b>May 12, 2017</b>	Faculty members considering sabbatical leave are encouraged, but not required, to file a notification of intent with their departmental chairperson or school director
First Friday of September <b>September 1, 2017</b>	Sabbatical leave applications due to departmental chairperson or school director
Third Friday of September <b>September 15, 2017</b>	Sabbatical leave requests forwarded to college dean
First Friday of October <b>October 6, 2017</b>	Sabbatical leave requests forwarded to Faculty Affairs Committee
Third Friday of October <b>October 20, 2017</b>	Requests forwarded to the Provost and Vice President for Academic Affairs
Second Friday of November <b>November 10, 2017</b>	Requests forwarded to the President
Monday prior to Thanksgiving break <b>November 20, 2017</b>	Final notification of action from President to faculty member

Emergency leaves without pay are not subject to this timeline.