

## **APPLICANT'S TIMELINE FOR 2010-2011 SABBATICAL LEAVE PROCESS**

If a due date falls on a weekend or holiday, the due date is the first work day following.

The sabbatical leave forms are available online at [www.palomar.edu/sabbaticalforms.htm](http://www.palomar.edu/sabbaticalforms.htm).

### **2009**

Tuesday, September 15	Notification of Intent Due in Instructional Services
Thursday, September 17	Sabbatical Leave Workshop – 3:00 p.m., Room NS-138
Thursday, October 15	Sabbatical Leave Application due to Department Chair / Division Dean
Monday, November 2	Sabbatical Leave Application with appropriate signatures due in Instructional Services. <b>A hard copy and an electronic copy must be submitted.</b>

### **2010**

Monday, February 1	Modifications due to Instructional Services, if requested by the Sabbatical Leave Committee. Failure to submit the requested information by the due date is considered a withdrawal.
Tuesday, March 9	Consideration of Sabbatical Leave Applications by Governing Board
Tuesday, April 13	Action on Sabbatical Leave Applications by Governing Board

### **2011**

Friday, April 1	Sabbatical Leave Reports for Fall 2010 sabbatical leaves due in Instructional Services
Thursday, September 1	Sabbatical Leave Reports for Spring 2011 or full year 2010-2011 due in Instructional Services