

## **SABBATICAL LEAVE COMMITTEE - 2024-2025**

### **\*Meeting Schedule and Timeline**

**Meetings may be held in-person (AA-103) or online.**

All SLBV meetings are @ 4 p.m. Room AA-103 (hyflex option)

**NOTE: on 10/03 (day of the workshop) SBLV will meet at 3 p.m. followed by the Workshop at 4 p.m.**

### **Fall 2024**

Monday, August 26	Spring 24 and full year 23-24 Sabbatical Leave Reports due.
Aug 28 – Sep 11	Sabbatical Leave Reports reviewed by department chairs and deans.
*Thursday, September 19	<u>Sabbatical Leave Committee</u> to review Spring 2024 and full year 2023-24 reports.
Monday, September 23	Notification of Intent form due (2025-2026).
*Thursday, September 26	If needed, review of Spring 2024 and full year 2023-24 reports.
Monday, September 30	Instruction Office completes verification of eligibility and determination of maximum allowable leaves.
*Thursday, October 3	Sabbatical Leave Committee meeting <b>3:00 p.m.</b> to review Spring 2024 and full year 2023-24 reports; determine applicant point/priority list if needed. <u>Sabbatical Leave Workshop – 4:00 p.m. Online</u>
Friday, October 11	Forward approved Spring 2024 and full year 2023-24 Sabbatical Leave Reports to President.
Approx. date – reminder to keep on track	
Friday, October 18	Administrative review of estimated leaves and allocation of available leaves. Not to exceed 5% of eligible contract faculty.
Friday, October 18	Sabbatical Leave Applications for 2025-26 due.
Oct 18 – Oct 31	Sabbatical Leave Applications for 2025-26 reviewed by department chairs and deans.
November 1 (hard date)	Applications finalized and ready for committee review.
*Thursday, November 7	<u>Sabbatical Leave Committee</u> to review 2025-26 applications.
*Thursday, November 14	<u>Sabbatical Leave Committee</u> to review 2025-26 applications.
*Thursday, November 21	<u>Sabbatical Leave Committee</u> to review 2025-26 applications.
Friday, November 22	Notice to applicants of necessary revisions

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Friday, December 20

Revised 2025-26 applications due.

### **Spring 2025**

Monday, January 27  
(or sooner as  
requested by Sabbatical  
Leave Committee)

Final application modifications due, if requested by the  
Sabbatical Leave Committee; failure to submit the requested  
information by the due date is considered a withdrawal.

\*Thursday, February 13

Finalize Board Exhibit (Abstracts)

Sabbatical Leave Committee final consideration of Applications

Wednesday, February 19

2025-26 sabbatical leave applications submitted to President for review  
along with spreadsheet documenting the number of leaves and total FTEF  
per department.

March 1 (hard date)

Applications due to the Superintendent/President's Office.

Monday, March 3

Fall 2024 reports due.

Mar 4 – Mar 14

(spring break 3/24 – 3/28) and deans.

Sabbatical Leave Reports for Fall 2024 reviewed by department chairs

Reminder message to faculty in March

\*Thursday, March 20

Sabbatical Leave Committee to review Fall 2023 reports.

Tuesday, April 8

April - Action on Sabbatical Leave Applications by Governing Board.

\*Thursday, April 10

Sabbatical Leave Committee to review Fall 2024 reports.

\*Thursday, April 17

Sabbatical Leave Committee to review Fall 2024 reports.

\*Thursday, April 24

Sabbatical Leave Committee to review Fall 2024 reports.

Monday, April 28

Forward approved Fall 2024 Reports to President.

Approx. date – reminder to keep on track

\*Thursday, May 2

Sabbatical Leave Committee to review Fall 2024 reports, approve procedural  
changes, and year end cleanup. (if needed)