

Contract language has been crossed out and actual dates for Mesa College for this academic year are written in blue.

**2012-2013 Sabbatical Leave Application Timetable**

<b><u>Application Timetable</u></b>	<b><u>Activity</u></b>
<u>August</u>	<u>Fall FLEX Workshop on Sabbatical Process at Mesa</u>
<u>January</u>	<u>Spring FLEX Workshop on Sabbatical Process at City</u>
<u>Prior to submission to Dean/Manager (Thursday, Feb. 9, 2012)</u>	<u>Submission Deadline Application due to appropriate Department Chair/Supervisor</u>
<u>Third Friday in February (Tuesday, Feb. 21, 2012)</u>	<u>Submission Deadline Application due to School Dean/Manager</u>
<u>Last Working Day in February (Wednesday, Feb. 29, 2012)</u>	<u>Application Due to the Mesa College Professional Development Committee in the Academic Senate Office, Room A117</u>
<u>No Later Than March 21st (Wednesday, March 21, 2012)</u>	<u>Selection of Applicants by College Professional Development Committee</u>
<u>No Later Than March 26<sup>th</sup> (no sooner than five work days after previous deadline) (Monday, March 26, 2012)</u>	<u>Selection of Applicants by College Professional Development Committee. Committees report unused Sabatical Leaves (if any) to AFT and HR for reallocation.</u>
<u>Last Working Day in March (no sooner than five (5) faculty work days after previous deadline) (Friday, March 30, 2012)</u>	<u>College Committees reallocate any additional leaves and sends final recommendations to College Vice President</u>
<u>April 7th (no sooner than five 5) work days after previous deadline) (Friday, April 13, 2012)</u>	<u>College Vice President reviews, signs and sends to President with recommendations</u>
<u>April 21st (no sooner than five work days after previous deadline) (Friday, April 20, 2012)</u>	<u>Applicants notified about sabbatical by the President</u>

**NOTE:** If any date listed below falls on a weekend or holiday, the new date shall be the first working day following the listed date.