

Tentative Calendar for Leave Reports

Action	Date
Upon return from Sabbatical Leave, written report regarding his/her sabbatical leave to the Board of Trustees through the Salary and Leaves Committee.	Not later than the first working day of the second school month of the next school year
Salary and Leaves Committee reviews reports	By mid October
Notification regarding recommended revisions sent to faculty	By mid November
Corrected reports are resubmitted to the Salary and Leaves Committee	By the first college work day in January
Salary and Leaves Committee reviews and recommends satisfactory reports	Between the first college workday in January and the March Board meeting
The Salary and Leaves Committee sends an abstract of the approved reports to the Board of Trustees for acceptance	March Board meeting
Board will take action and the Salary & Leaves Committee chairperson will notify employee of the Board action	After the March Board meeting