

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

2027-2028 SABBATICAL PROFESSIONAL ASSOCIATION

SABBATICAL LEAVE APPLICATION TIMETABLE

<u>DATE</u>	<u>ACTION</u>
First Monday in November 11/02/2026	Original and one (1) copy of application due to employee's supervisor no later than 4:30 PM.
Second Monday in November 11/09/2026	Employee's supervisor forward applications with his/her recommendations to the 2 nd level administrator
Third Monday in November 11/16/2026	Applications available in the Vice President for Learning and Academic Affairs Office to Sabbatical Leave Committee
Third Friday in December 12/18/2026	Sabbatical Leave Committee forwards applications with a list of names of applicants in priority order to Human Resources. Human Resources will forward application and committee recommendations to the appropriate Vice President or Cabinet member who will forward to appropriate supervisor.
Second Monday in January 01/11/2027	Vice Presidents or Cabinet member and the 2 nd level administrator review and/or add his/her recommendation and forwards applications to the President.
March BOT Meeting TBD	Board of Trustees action on recommendations of President
Day After March BOT Meeting TBD	Notification of Board of Trustees actions by Vice President or President the day after the Board of Trustees meeting.

Mohawk Valley Community College does not discriminate. It is the policy of MVCC to comply with applicable federal and state regulations and guidelines which guarantee equal employment opportunity to all applicants and employees without regard to race, creed, color, sex, age, religion, marital status, sexual orientation, national origin, disability, or veteran status.