

# Important Dates

## Professional Development Leave 2023 - 2024 Application Cycle



**November  
21, 2022**

Call for professional development applications is released. Interested applicants may complete and submit their application as soon as they are ready.



**January  
20, 2023**

Deadline for applicants to submit their professional development application to their Supervisor/Chair.

- Note: You do not need to wait for the deadline and are encouraged to submit your application well in advance



**February  
3, 2023**

Deadline for Supervisors/Chairs to forward applications to Directors/Deans

- Note: You are encouraged to copy applicants on the email submission so they are aware it has been sent



**February  
17, 2023**

Deadline for Directors/Deans to forward applications to Human Resources

- Note: You are encouraged to copy applicants on the email submission so they are aware it has been sent



**March 31,  
2023**

Deadline for SMT members to notify applicants of their professional development leave application outcome