

# Professional Development Leave 2024-2025 Application Cycle



**November  
20, 2023**

Call for Professional Development Leave Applications is released. Interested applicants may complete and submit their application as soon as they are ready.



**January  
19, 2024**

Deadline for applicants to submit their Professional Development Leave Application to their Manager/Supervisor/Chair.

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



**February  
2, 2024**

Deadline for Managers/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  
16, 2024**

Deadline for Directors/Deans to forward applications to Jessica Waite at [pd@flemingcollege.ca](mailto:pd@flemingcollege.ca) for SMT consideration.

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



**March  
29, 2024**

Deadline for SMT members to notify applicants of their Professional Development Leave Application outcome.