**California State Polytechnic University, Pomona**

**Fall Semester 2024 Application Period**

**(leave taken in 2025-26 AY)**

**DIFFERENCE-IN-PAY LEAVE CALENDAR**

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| **October 17, 2024** | Faculty member emails DIP leave application (Policy# 1378) to Department Chair. |
| **October 24, 2024** | Department Chair forwards applications to Department Leave Committee. |
| **October 31, 2024** | Department Leave Committee completes the evaluation and forwards its recommendations to Dean/Director. |
| **October 31, 2024** | Department Chair forwards the Department Chair’s Statement form in application (Policy# 1378) to Dean/Director. |
| **November 14, 2024** | Dean/Director evaluations and recommendations forwarded to Mary Jane Wade in Faculty Affairs (mjawade@cpp.edu)  |
| **December 11, 2024** | Provost notifies faculty members of decision. |