

ARTICLE 22

SABBATICALS AND PROFESSIONAL DEVELOPMENT PROGRAMS

22.1 Sabbaticals.

(a) Policy. Sabbaticals are granted to increase an employee's value to the University through opportunities for research, writing, professional renewal, further education or other experiences of professional value. While such leaves may be provided in relation to an employee's years of service, they are not primarily a reward for service.

(b) Types of Sabbaticals.

(1) Type I Sabbaticals: Each year, each college shall make available at least one ~~Type I A~~ sabbatical, either at full pay for one semester ~~Type I A~~ or one ~~Type I B~~ at three-fourths pay for one academic year ~~Type I B~~, for each twenty tenured and tenure-earning employees, subject to the conditions of this Article. Standard rounding techniques shall be used to determine the total number of Type I sabbaticals to be made available in each college. (e.g., a college with 29 tenured or tenure-earning employees shall make one Type I sabbatical available. A college with 30 tenured or tenure-earning employees shall make two Type I sabbaticals available.) Colleges with fewer than twenty tenured and tenure-earning employees shall make available at least one such sabbatical every other year.

(2) Type II Sabbaticals: Each college shall make a Type II sabbatical available to each employee ~~whose application meets the policy requirements noted above, and whose application has been ranked/recommended by the college committee but was not awarded a Type I sabbatical. This Type II sabbatical is and granted by the dean,~~ a sabbatical for up to two semesters (i.e., up to one academic year) at half pay, subject to the conditions of this Article, and granted by the dean.

(c) Sabbatical Eligibility.

(1) Full-time tenured employees with at least six-five academic years of full-time continuous service at UCF ~~who are tenured at the time of application~~ shall be eligible to apply for a sabbatical that would take place in the following academic year. (For example, a full-time tenured employee who starts their employment at UCF at the beginning of the 2021-22 academic year, and is continuously employed, may submit a sabbatical application during the 2026-27 academic year for a sabbatical that would take place in the 2027-28 academic year).

(2) Applicants for sabbaticals must be tenured at the time their applications are submitted. (For example, a full-time tenure-earning employee who starts their employment at UCF at the beginning of the 2021-22 academic year may be tenured at the start of the 2027-28 academic year and submit a sabbatical application in 2027-28. Their sabbatical would take place in the 2028-29 academic year.)

(3) Employees who begin their employment in a spring semester must work at least five full academic years (i.e., a fall semester followed by a spring semester) or the equivalent following the first (spring) semester employed before they are eligible to submit a sabbatical application.

(4) Full-time employees shall be eligible to apply for another sabbatical during the fifth year of continuous service at UCF after the end of the academic year during which the previous sabbatical, or professional development leave, or administrative professional development leave was taken. (For example, a tenured employee who takes a sabbatical in the 2023-24 academic year and is continuously employed may submit another sabbatical

Commented [CP1]: Changes for clarity. No change to meaning.

Commented [CP2]: Clarifies that employees do not apply for Type II sabbaticals, and also they may take either 1 or 2 semesters at ½ pay if their proposal was ranked.

Commented [CP3]: (1)Addresses first-time applicants hired with tenure

Commented [CP4]: (2)Addresses tenure status at time of application

Commented [CP5]: (3)Addresses employees hired off-cycle

Commented [CP6]: Addresses **both** eligibility after completing a sabbatical **and** those that move from another job class (A&P, NTE, or from an administrative position) to a tenured position.

47 application in the 2029-30 academic year for a sabbatical that would take place in the 2030-
 48 31 academic year.)

49 (4) No paid or unpaid family and medical, parental, administrative, military, or other
 50 authorized leave(s) shall be considered a break in continuous employment.

51 ~~(3) An employee who is compensated through a contract or grant may receive a~~
 52 ~~sabbatical only if the contract or grant allows a sabbatical and the employee meets all other~~
 53 ~~eligibility requirements.~~

54 (45) Employees shall be notified annually regarding eligibility requirements and
 55 application deadlines.

56 (d) ~~Sabbatical Availability & Eligibility of Employees Not in a College.~~

57 (1) ~~For the purposes of this Section, "college" shall also mean the group of tenured and~~
 58 ~~tenure-earning employees whose primary assignments are in an institute, center, or other~~
 59 ~~non-college unit.~~

60 (2) ~~These employees shall be grouped together for purposes of calculating the number~~
 61 ~~of available sabbaticals and for purposes of ranking employees' applications. Sabbatical~~
 62 ~~applications for these employees shall be reviewed and ranked by the University Research~~
 63 ~~Council, whose rankings shall be finally reviewed by the University's representative. In all~~
 64 ~~other respects, the application and selection process for these employees shall follow the~~
 65 ~~provisions of this Article.~~

66 (e) Application and Selection.

67 (1) Applications for sabbaticals shall be submitted in accordance with college
 68 ~~procedures~~ deadlines.

69 (2) Each application shall include a two-page statement describing the program and
 70 activities to be followed while on sabbatical; the expected increase in value of the employee
 71 to the University, the college and the employee's academic discipline; specific results
 72 anticipated from the leave; any anticipated supplementary income; and a statement that the
 73 applicant agrees to comply with the conditions of the sabbatical program. Activities to be
 74 performed while on sabbatical shall be commensurate with the employee's FTE and
 75 duration of the sabbatical.

76 (3) The employee's immediate supervisor, e.g., the chair, shall be given a copy of
 77 the application by the applicant when it is submitted for review by the college committee.

78 (4) A college committee shall be elected by and from the tenured unit employees.
 79 The committee shall equitably represent the departments or units of eligible employees.

80 (5) Employees who indicate they plan to apply for the leave are not eligible to serve
 81 on the committee.

82 (6) A committee chairperson shall be elected by and from the college sabbatical
 83 committee.

84 (7) The college committee shall review sabbatical applications. Any applications that
 85 are deemed worthy of a sabbatical shall be ranked and submitted to the dean or dean's
 86 representative.

87 a. Those applications that are not deemed worthy of a sabbatical shall not be
 88 ranked by the committee.

89 b.

90 ~~(8)~~ In ranking the applications worthy of a sabbatical, committee members shall
 91 consider the merits of the proposal and the benefits of the proposed program to the
 92 employee, the University, the college and the profession; and the length of service since
 93 previous sabbatical. Committee members shall not disadvantage an applicant due to his/her
 94 academic discipline.

Commented [CP7]: Tenured employees are not C&G – ever.

Commented [CP8]: This section is no longer needed. Tenure is within colleges.

Commented [CP9]: ***means FE would provide the applications centrally, the colleges could make them available or advise the web address**** a sheet explaining how a committee is charged would be a good addition to this info, especially about ranking only the applications that are worthy

Commented [CP10]: Makes this clear to committees that they can and should not rank poor applications. This holds true even if there are unused sabbaticals.

Commented [CP11]: Keeps the old language in a subset of (7), since it belongs with that thought

(98) Absent a legitimate business reason other than staffing or fiscal considerations, the dean or dean's representative shall make sabbatical appointments from the ranked list and consult with the committee prior to an appointment that does not follow the committee's list. In the event that the dean or dean's representative decides not to make a sabbatical appointment to an employee on the list, he or she/they shall consult with the affected employee. If staffing or fiscal considerations preclude a sabbatical from being granted, the employee shall be provided the sabbatical the following year, or at a later time as agreed to by the employee and the college. The period of postponement shall be credited for eligibility for a subsequent sabbatical. The postponement of a sabbatical by the university does not result in any postponement of a subsequent sabbatical application by the employee.

Commented [CP12]: Emphasizing that ranking is important to the process

(409) In the event of an exceptional opportunity for an employee to participate in a prestigious academic award/activity for which deadlines prevent application during the normal application process, the dean may award a sabbatical outside of the above defined process. All employee eligibility requirements must be met and all sabbatical terms defined below apply.

Commented [CP13]: Clarifies that if the university delays a sabbatical or PDL, the employee is able to apply within the normal cycle span. Language in both places.

(f) Terms of Sabbatical Program.

(1) The employee must return to the University for at least one full academic year following the academic year of participation in the program. If the employee fails to return to the University for at least two consecutive semesters, fall and spring, (excluding summer) in the academic year following participation in the program, all salary and fringe benefits received during his/her participation in the program must be repaid to the University within 30 days of resignation or job abandonment. If the employee makes little to no effort to complete the project described in the application, the employee shall receive an "Unsatisfactory" overall annual evaluation and will be ineligible to apply for a sabbatical for ten years.

Commented [CP14]: Changes for clarity. No change to meaning.

(2) If there are circumstances that arise where the employee wishes or needs to request to change the terms of the sabbatical from what was proposed, any revisions to the proposal must be documented in writing and submitted to the employee's supervisor as soon as practicable. The supervisor and dean must approve the revised sabbatical proposal before the work may proceed.

(3) Within thirty days after the beginning of the spring semester (for a fall-only sabbatical) or when annual reports are due (for a spring-only or fall/spring sabbatical), the employee must provide a brief written report to the college dean's office and his or her department or unit that relates accomplishments during the sabbatical to the proposal submitted for that leave.

(34) Annual evaluations shall be conducted for employees who have been granted sabbaticals. Evaluation of the sabbatical shall be based not only on the department or unit's Annual Evaluation Standards & Procedures, rather but also on accomplishments made in light of the sabbatical proposal and ensuing circumstances. The overall evaluation shall be weighted between time on and not on sabbatical.

(4) Employees shall be eligible to apply for another sabbatical after six years of continuous service at UCF are completed following the end date of the previous sabbatical.

Commented [CP15]: This thought moved to (c) 1 2 3 4.

(5) University contributions normally made to retirement and Social Security programs shall be continued during the sabbatical leave on a basis proportional to the salary received.

(6) University contributions normally made to employee insurance programs and any other employee benefit programs shall be continued during the sabbatical.

(7) Eligible employees on sabbatical shall continue to accrue leave on a full-time basis.

(8) While on leave, an employee **must disclose and** shall be permitted to receive funds for travel and living expenses, and other sabbatical-related expenses, from sources other than the University, such as fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing the purposes of the sabbatical. Receipt of funds for such purposes shall not result in reduction of the employee's University salary. Grants for such financial assistance from other sources may, but need not, be administered through the University. If financial assistance is received in the form of salary, the University salary may be reduced by the amount necessary to bring the total income of the sabbatical period to a level equal to the employee's current year salary rate. Employment unrelated to the purpose of the sabbatical leave is governed by the provisions of the Conflict of Interest or Commitment/Outside Activity Article.

Commented [CP16]: Communicates to employee to provide information up front in accordance with A19.

22.2 Professional Development Leave (PDL).

(a) Policy. Professional development leaves are granted to increase an employee's value to the University through opportunities for research, writing, professional renewal, further education, or other experiences of professional value. ~~While such leaves may be provided in relation to an employee's years of service, they are not primarily a reward for service longevity.~~

Commented [CP17]: Years of service de-emphasized. Value to employee and college more important than time in seat.

(b) ~~Types of~~ Professional Development Leave **Availability**. Each year, the University will make available at least one professional development leave ~~either at full pay for one semester or term or at three fourths pay for one academic year~~, for each ~~thirty-sixty~~ employees who are not tenured or tenure-earning, ~~subject to the conditions set forth below.~~

Commented [CP18]: Substantive change. This language is intended to limit PDLs to one semester at full pay. 2 semesters is proving too difficult to absorb/replace employee.

(c) Eligibility for Professional Development Leave. ~~Tenure-earning faculty are not eligible to apply for PDLs. Tenured employees should apply for sabbaticals in accordance with Section 22.1 of this agreement. Only 12-month employees may apply for a leave during the summer term.~~

Commented [CP19]: Looking to make this program match sabbaticals – there are far more of these employees, making this process non-competitive. Changing it to sixty means that about 12 are available.

(1) ~~Employees Non-tenured, non-tenure-earning employees with who have completed six or more years of full-time, continuous non-OPS service with UCF shall be eligible to apply for professional development leaves, except those employees who are serving in tenure-earning or tenured positions.~~

Commented [CP20]: Obviously, 9-month employees applying for leave during a summer term would be unworkable.

(a) First-time applicants. Full-time non-tenured, non-tenure earning employees ~~shall be eligible to apply for another PDL after completing the fifth year of continuous service at UCF. As an example, an employee hired in Fall 2025, Spring 2026, or Summer 2026 (summer term for 12-month employees only) may apply in the 2030-2031 academic year for a PDL to take place in the 2031-32 academic year.~~

Commented [CP21]: This language moved to (b) above for clarity

(b) Post-PDL applicants. Full-time non-tenured, non-tenure earning employees ~~shall be eligible to apply for another PDL during the fifth year of continuous service at UCF after the end of the academic year during which the previous PDL was taken. As an example, an employee whose PDL ended either August 7, 2024, December 22, 2024, or May 7, 2025 would be eligible to apply during the 2030-2031 PDL application period for a PDL to take place in the 2031-2032 academic year.~~

Commented [CP22]: Info broken up to help understand the application process. (a) for first time and (b) for an experienced PDL person.) Examples provided to assist with implementation and understanding.

(2) No paid or unpaid family and medical, parental, administrative, military, or other authorized leave(s) shall be considered a break in continuous employment.

Commented [CP23]: Would welcome a different term than "repeat applicant" (because that doesn't say that a person received a PDL and completed it)

(3) An employee who is compensated through a contract or grant may receive a professional development leave only if the contract or grant allows for such leaves and the employee meets all other eligibility requirements.

(4) Eligible employees shall be notified annually regarding eligibility requirements and application deadlines.

(d) Application and Selection.

(1) Application for professional development leave shall contain an appropriate outline of the project or work to be accomplished during the leave. Activities to be performed while on professional development leave shall be commensurate with the FTE and duration requested.

(2) Each application shall include a two-page statement describing the program and activities to be followed while on professional development leave; the expected increase in value of the employee to the University and unit; specific results anticipated from the leave; any anticipated supplementary income; and a statement that the applicant agrees to comply with the conditions of the professional development leave program. PDL proposals must articulate how the planned activity relates to and serves the mission and goals for the department/unit and college.

(3) The employee's immediate supervisor and ~~his or her~~ their dean, director, or unit head shall be given a copy of the application by the applicant when it is submitted for review by the University Professional Development Leaves committee.

(4) A University Professional Development Leaves committee of at least five members shall be elected by and from the employees eligible for professional development leave.

(5) Employees who indicate they plan to apply for the PDL leave are not eligible to serve on the committee.

(6) A committee chairperson shall be elected by and from the University Professional Development Leaves committee.

(7) The University committee shall review professional development leave applications and shall submit a ranked list of recommended employees to the University's representative.

a. Those applications that are not deemed worthy of a PDL shall not be ranked by the committee.

~~(8) b.~~ In ranking the applicants, committee members shall consider the merits of the proposal; the benefits of the proposed program to the employee, the University, the college/unit, and the job function of which the employee is a part; and length of service since previous professional development leave. Committee members shall not disadvantage an applicant due to the academic discipline, function, or profession of the applicant.

~~(9)~~ Absent a legitimate business reason other than staffing or fiscal considerations, the University's representative shall make professional development leave appointments from the ranked list and consult with the committee prior to an appointment that does not follow the committee's list. In the event that the University's representative decides not to offer a professional development leave appointment to an employee on the list, he or she shall consult with the affected employee.

~~(10)~~ No more than one employee for each ~~fifteen~~ twenty-five employees in each department, college, or unit need be granted professional development leave for the same semester.

~~(11)~~ Leaves shall be granted contingent upon the availability of staff and unit funds. If staffing or fiscal considerations preclude a professional development leave from being granted, the employee shall be provided the professional development leave the following year, or at a later time as agreed to by the employee and the college/unit. The postponement of a PDL by the university does not result in any postponement of a

Commented [CP24]: The additional statement at the end of this helps employees forge better applications and set expectations for the committee.

Commented [CP25]: Makes parallel to sabbatical process – current application does go through each person.

Commented [CP26]: BOT is open to a new committee process that is less tedious to implement than the existing one.

Commented [CP27]: Clarity for committee, mirrors sabbatical for a. and b.

Commented [CP28]: Again, emphasis on moving forward with only the ranked PDL applications.

Commented [CP29]: It is very difficult for a department to absorb the loss of a 4-class load. Need to make sure that there are enough employees to take up the slack.

~~subsequent PDL application by the employee. The period of postponement shall be credited for eligibility for a subsequent professional development leave.~~

(e) Terms of Professional Development Leave.

(1) The employee must return to University employment for at least one full academic year following the ~~conclusion academic year of participation of such leave in that program. If the employee fails to return to the University for at least two consecutive semesters, fall and spring, in the academic year following participation in the program, all salary and fringe benefits received during his/her participation in the program must be repaid to the University within 30 days of resignation or job abandonment.~~

(2) ~~If there are circumstances that arise where the employee wishes or needs to request to change the terms of the PDL from what was proposed, any revisions to the proposal must be documented in writing and submitted to the employee's supervisor as soon as practicable. The supervisor and dean must approve the revised PDL proposal before the work may proceed. An employee who fails to return to the University for at least one year following professional development leave must return all salary and fringe benefits received during his/her professional development leave to the University within 30 days of resignation or job abandonment.~~

(3) An employee who fails to spend the time as stated in the application ~~or revision as approved by the supervisor and dean~~ shall reimburse the University for all salary and fringe benefits received during such leave within 30 days following the scheduled completion of the leave.

(4) Within thirty days after the ~~beginning end of the spring semester or term when the PDL concludes, (for a fall-only professional development leave) or when annual reports are due (for a spring-only or fall/spring professional development leave),~~ the employee must provide a brief written report to his or her department or unit that relates accomplishments during the professional development leave to the proposal submitted for that leave.

(5) Annual evaluations shall be conducted for employees who have been granted professional development leaves. Evaluation of the professional development leave shall be based not ~~only~~ on the unit Annual Evaluation Standards & Procedures, ~~rather but also~~ on accomplishments made in light of the professional development leave proposal and ensuing circumstances. The overall evaluation shall be weighted between time on and not on professional development leave.

(6) ~~Employees shall be eligible to apply for another professional development leave after six years of continuous service at UCF are completed following the end date of the previous professional development leave.~~

(7) University contributions normally made to retirement and Social Security programs shall be continued during the professional development leave on a basis proportional to the salary received.

(8) University contributions normally made to employee insurance programs and any other employee benefit programs shall be continued during the professional development leave.

(9) Eligible employees on a professional development leave shall continue to accrue leave on a full-time basis.

(10) While on leave, an employee ~~must disclose and~~ shall be permitted to receive funds for travel and living expenses, and other professional development leave-related expenses, from sources other than the University, such as fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing the purposes of the professional development leave. Receipt of funds for such purposes shall not result in reduction of the

Commented [CP30]: Clarifies that if the university delays a sabbatical or PDL, the employee is able to apply within the normal cycle span. Language in both places.

Commented [CP31]: Makes parallel with sabbatical language

Commented [CP32]: Gives employee a way to change course if something falls through – same as sabbatical.

Commented [CP33]: Moved to (e)(1) above.

Commented [CP34]: Makes clear the consequences beyond an US evaluation. Encourages employee to communicate early if experiencing difficulties.

Commented [CP35]: We may need to think about this in terms of when the annual reports are due. It is possible for a 12-month person to take a summer term PDL. Annual reports are due 5/7, with an extension if requested.

Commented [CP36]: Addressed in (c)(1) a. and b.

Commented [CP37]: Article 19 applies here, language helps employee to resolve issues up front.

employee's University salary. Grants for such financial assistance from other sources may, but need not, be administered through the University. If financial assistance is received in the form of salary, the University salary may be reduced by the amount necessary to bring the total income of the professional development leave period to a level comparable to the employee's current year salary rate. Employment unrelated to the purpose of the professional development leave is governed by the provisions of the Conflict of Interest or Commitment/Outside Activity Article.

22.3 Other Study Leave.

(a) Job-Required. An employee required to take academic course work as part of assigned duties shall not be required to charge time spent attending classes during the ~~work day~~ workday to accrued leave.

(b) Job-Related. An employee ~~shall be permitted~~ may request to attend up to six credits of course work per semester during work, provided that the:

(1) course work is directly related to the employee's professional responsibilities;

(2) supervisor determines that the absence will not interfere with the proper operation of the work unit;

(3) supervisor believes that completion of the course work would improve the productivity of the department or function of which the employee is a part; and

(4) employee's work schedule can be adjusted to accommodate such job-related study without reduction in the total number of work hours required per pay period.

(c) Retraining. The University may, at its discretion, provide opportunities for retraining of employees when it is in the University's best interests. Such opportunities may be provided to employees who are reassigned, have received notice of layoff, or in other appropriate circumstances.

Commented [CP38]: This might be a conflict – the supervisor needs to be able to make a different call based on student and departmental need, budget and classroom availability.