

1 ARTICLE 22

2 SABBATICALS AND PROFESSIONAL DEVELOPMENT PROGRAMS

3
4 22.1 Sabbaticals.

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

9 (b) Types of Sabbaticals.

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

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

25 (c) Sabbatical Eligibility.

26 (1) Full-time tenured employees with at least six-five academic years of full-time
27 continuous service at UCF ~~who are tenured at the time of application~~ shall be eligible to
28 apply for a sabbaticals that would take place in the following academic year. (For example,
29 a full-time tenured employee who starts their employment at UCF at the beginning of the
30 2021-22 academic year, and is continuously employed, may submit a sabbatical application
31 during the 2026-27 academic year for a sabbatical that would take place in the 2027-28
32 academic year).

33 (2) Applicants for sabbaticals must be tenured at the time their applications are
34 submitted. (For example, a full-time tenure-earning employee who starts their employment
35 at UCF at the beginning of the 2021-22 academic year may be tenured at the start of the
36 2027-28 academic year and submit a sabbatical application in 2027-28. Their sabbatical
37 would take place in the 2028-29 academic year.)

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

42 (4) Full-time employees shall be eligible to apply for another sabbatical during the
43 fifth year of continuous service at UCF after the end of the academic year during which the
44 previous sabbatical, ~~or~~ professional development leave, or administrative professional
45 development leave was taken. (For example, a tenured employee who takes a sabbatical in
46 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 1/2 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 [YP6]: Include this language in new employee contract?

Commented [CP7]: 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. These 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 [CP8]: Tenured employees are not C&G – ever.

Commented [CP9]: This section is no longer needed. Tenure is within colleges.

Commented [CP10]: ***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 [CP11]: Makes this clear to committees that they can and should not rank poor applications. This holds true even if there are unused sabbaticals.

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Commented [CP12]: 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 [CP13]: Emphasizing that ranking is important to the process

(499) 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 [CP14]: 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.

(fe) 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 [CP15]: 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.~~

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(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.

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~~(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 [TR16]: Clarification: AESP should be applied to the part of the academic year, if any, that the employee is not on sabbatical.

(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.

Commented [CP17]: This thought moved to (c) 1 2 3 4.

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

143 (7) Eligible employees on sabbatical shall continue to accrue leave on a full-time
 144 basis.
 145 (8) While on leave, an employee ~~must disclose and~~ shall be permitted to receive
 146 funds for travel and living expenses, and other sabbatical-related expenses, from sources
 147 other than the University, such as fellowships, grants-in-aid, and contracts and grants, to
 148 assist in accomplishing the purposes of the sabbatical. Receipt of funds for such purposes
 149 shall not result in reduction of the employee's University salary. Grants for such financial
 150 assistance from other sources may, but need not, be administered through the University. If
 151 financial assistance is received in the form of salary, the University salary may be reduced
 152 by the amount necessary to bring the total income of the sabbatical period to a level equal
 153 to the employee's current year salary rate. Employment unrelated to the purpose of the
 154 sabbatical leave is governed by the provisions of the Conflict of Interest or
 155 Commitment/Outside Activity Article.

- Commented [YP18]: Already covered in COI
- Commented [CP19]: Communicates to employee to provide information up front in accordance with A19.
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156
 157 **22.2 Professional Development Leave (PDL).**

158 (a) Policy. Professional development leaves are granted to increase an employee's
 159 value to the University through opportunities for research, writing, professional renewal,
 160 further education, or other experiences of professional value. ~~While such leaves may be~~
 161 ~~provided in relation to an employee's years of service, they~~ are not primarily a reward for
 162 service longevity. Application window shall open during the first Monday of October, and
 163 remain open through last Friday in November. Application could be extended on mutual
 164 agreement between UFF and the University.

Commented [CP20]: Years of service de-emphasized. Value to employee and college more important than time in seat.

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

Commented [TR21]: Language added for clarity.

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

Commented [CP22]: 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.

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

Commented [CP23]: 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.

177 (a) ~~First-time applicants. Full-time non-tenured, non-tenure earning employees~~
 178 ~~shall be eligible to apply for another PDL after completing the fifth year of continuous~~
 179 ~~service at UCF. As an example, an employee hired in Fall 2025, Spring 2026, or Summer~~
 180 ~~2026 (summer term for 12-month employees only) may apply in the 2030-2031 academic~~
 181 ~~year for a PDL to take place in the 2031-32 academic year.~~

Commented [CP24]: Obviously, 9-month employees applying for leave during a summer term would be unworkable.

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

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 Commented [CP25]: This language moved to (b) above for clarity

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

Commented [CP26]: 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.

Commented [CP27]: Would welcome a different term than "repeat applicant" (because that doesn't say that a person received a PDL and completed it)

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

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

195 (d) Application and Selection. _____

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

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

Commented [CP28]: The additional statement at the end of this helps employees forge better applications and set expectations for the committee.

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

Commented [YP29]: Could ask, "Why do we need this language? Lns 198-202 already say the intent. (serves missions and goals of the University)

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

Commented [CP30]: Makes parallel to sabbatical process - current application does go through each person.

Commented [YP31]: Clarification: in the process, what is the intent?

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

Commented [CP32]: BOT is open to a new committee process that is less tedious to implement than the existing one.

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

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

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

Commented [CP33]: Clarity for committee, mirrors sabbatical for a. and b.

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

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

Commented [CP34]: Again, emphasis on moving forward with only the ranked PDL applications.

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

Commented [CP35]: 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.

237 ~~(11)~~ Leaves shall be granted contingent upon the availability of staff and
238 unit funds. If staffing or fiscal considerations preclude a professional development leave

Commented [TR36]: Rationale: A forward looking university would like to offer more not less opportunities for PDL. We should not be going backward in time.

239 from being granted, the employee shall be provided the professional development leave the
240 following year, or at a later time as agreed to by the employee and the college/unit. The
241 postponement of a PDL by the university does not result in any postponement of a
242 subsequent PDL application by the employee. The period of postponement shall be credited
243 for eligibility for a subsequent professional development leave.

244 (e) Terms of Professional Development Leave.

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

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

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

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

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

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

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

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

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

285 (10) While on leave, an employee must disclose and shall be permitted to receive
286 funds for travel and living expenses, and other professional development leave-related
287

Commented [CP37]: 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 [CP38]: Makes parallel with sabbatical language

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Commented [CP39]: Gives employee a way to change course if something falls through – same as sabbatical.

Commented [CP40]: Moved to (e)(1) above.

Commented [CP41]: Makes clear the consequences beyond an US evaluation. Encourages employee to communicate early if experiencing difficulties.

Commented [CP42]: 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 [TR43]: AESP should be applied to the part of the year, if any, that the employee is **not** on PDL.

Commented [CP44]: Addressed in (c)(1) a. and b.

Commented [CP45]: Article 19 applies here, language helps employee to resolve issues up front.

288 expenses, from sources other than the University, such as fellowships, grants-in-aid, and
 289 contracts and grants, to assist in accomplishing the purposes of the professional
 290 development leave. Receipt of funds for such purposes shall not result in reduction of the
 291 employee's University salary. Grants for such financial assistance from other sources may,
 292 but need not, be administered through the University. If financial assistance is received in
 293 the form of salary, the University salary may be reduced by the amount necessary to bring
 294 the total income of the professional development leave period to a level comparable to the
 295 employee's current year salary rate. Employment unrelated to the purpose of the
 296 professional development leave is governed by the provisions of the Conflict of Interest or
 297 Commitment/Outside Activity Article.

298
 299 **22.3 Other Study Leave.**

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

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

- 305 (1) course work is directly related to the employee's professional responsibilities;
- 306 (2) supervisor determines that the absence will not interfere with the proper
 307 operation of the work unit;
- 308 (3) supervisor believes that completion of the course work would improve the
 309 productivity of the department or function of which the employee is a part; and
- 310 (4) employee's work schedule can be adjusted to accommodate such job-related
 311 study without reduction in the total number of work hours required per pay period.

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

Commented [CP46]: 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.

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