

**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 sabbatical, either at full pay for one semester [Type IA] or one at three-fourths pay for one academic year [Type IB], 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 has been ranked/recommended by the college committee but was not awarded a Type I sabbatical. This Type II sabbatical is 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 five academic years of full-time continuous service at UCF 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 or during the summer 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, 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 application in the 2029-30 academic year for a sabbatical that would take place in the 2030-31 academic year.)

**Commented [CP1]:** As per discussion, proposed changes that were mutually agreeable have been accepted. Where the UFF did not explicitly agree, the tracked changes remain until there is agreement on verbiage.

**Commented [CP2]:** Yovanna Pineda commented in UFF Prop 02: "Include this language in new employee contract?"

Since there is a comment, this language wasn't accepted until it is certain that the teams are in agreement on it.

As far as the question, the BOT is not looking to add information to the employee agreement at this time.

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

(5) Employees shall be notified annually regarding eligibility requirements and application deadlines.

(d) Application and Selection.

(1) Applications for sabbaticals shall be submitted in accordance with college deadlines.

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

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

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

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

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

(7) The college committee shall review sabbatical applications. Only those applications that are deemed worthy of a sabbatical shall be ranked and submitted to the dean or dean's representative. In ranking the applications worthy of a sabbatical, committee members shall consider the merits of the proposal and the benefits of the proposed program to the employee, the University, the college and the profession; and the length of service since previous sabbatical. Committee members shall not disadvantage an applicant due to his/her academic discipline.

(8) 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, 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.

(9) 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.

(e) 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

**Commented [CP3]:** No UFF comment on this addition – leaving tracking until certain there is mutual agreement on this language.

**Commented [CP4]:** Fairly certain the teams are in agreement here, since ranking is important to the process.

**Commented [CP5]:** 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.

UFF no comment – await certainty of agreement to accept language

**Commented [CP6]:** There are some additions for clarity – are there objections?

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.

(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.

(4) An annual evaluation shall be conducted for each employee whose assignment included a sabbatical. Their evaluation shall be based on their accomplishments made in light of their sabbatical proposal and ensuing circumstances for the portion of time assigned for the sabbatical and on the department or unit's Annual Evaluation Standards & Procedures for the portion of time assigned for their regular duties. The overall evaluation shall be weighted between time on and not on sabbatical. 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.

(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.

## 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,

**Commented [CR7]:** New language suggested by BOT following 3/24/21 bargaining session.

**Commented [CP8R7]:** UFF language: Annual evaluations shall be conducted for employees who have been granted sabbaticals. Evaluation of the sabbatical part of the academic year 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.

The UFF version is closer to the SQ. More discussion needed.

**Commented [CR9]:** Consistent with CBA 19.

**Commented [CP10]:** UFF commented that "must disclose and" is covered already in COI. This is true, however, this puts the info in the section where sabbatical applicants are likely to look.

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.~~

(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.~~

(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.

(1) ~~Employees Non-tenured, non-tenure-earning employees with who have completed five or more academic 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.~~

(a) First-time applicants. Employees who begin their employment in a spring semester or during the summer must work at least five full academic years (i.e., a fall semester followed by a spring semester) before they are eligible to submit a sabbatical application. 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.

(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.

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

(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.

**Commented [CP11]:** UFF proposed an application window here; SQ preferred, without restrictions.

**Commented [CP12]:** Substantive change proposed by BOT. This language is intended to limit PDLs to one semester at full pay. 2 semesters proving too difficult to absorb/replace employee.

UFF did not accept this part of the proposal; rationale not needed

**Commented [CP13]:** 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.

UFF did not accept this part of the proposal; rationale not needed

**Commented [CP14]:** The additional statement at the end of this helps employees forge better applications and set expectations for the committee.

UFF did not accept this part of the proposal. Discuss rationale to resolve.

**Commented [CP15]:** UFF struck this proposed language – BOT prefers this language to help applicants frame their proposals. Discuss rationale to resolve.

(3) The employee's immediate supervisor and 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 only 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.

~~(409)~~ 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.

~~(410)-~~ 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 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 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

**Commented [CP16]:** BOT would like to add this language to improve the process. UFF struck – Discuss rationale to resolve.

**Commented [CP17]:** UFF struck this language – BOT proposed this for clarity even if it does appear redundant.

**Commented [CP18]:** Teams are apart here on this amount; no rationale needed.

**Commented [CP19]:** BOT and UFF are apart in this section. Discuss rationale to resolve. [language moved from (e)(2), UFF strikes language here]

**Commented [CP20]:** Gives employee a way to change course if something falls through – same as sabbatical. Discuss rationale to resolve.

**Commented [CP21]:** BOT team retains dean approval. Discuss rationale to resolve.



~~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.

**Commented [CP22]:** UFF struck "and dean." UFF accepted "and dean" in sabbaticals above, but didn't accept this language.

(44) 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) An annual evaluation shall be conducted for each employee whose assignment included a professional development leave. Their evaluation shall be based on their accomplishments made in light of their professional development leave proposal and ensuing circumstances for the portion of time assigned for the professional development leave and on the department or unit's Annual Evaluation Standards & Procedures for the portion of time assigned for their regular duties. The overall evaluation shall be weighted between time on and not on professional development leave.

**Commented [CR23]:** New language suggested by BOT following 3/24/21 bargaining session.

~~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.~~

**Commented [CP24R23]:** Same issue as sabbaticals with UFF preferring to remain closer to SQ.

(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.

~~(87)~~ University contributions normally made to employee insurance programs and any other employee benefit programs shall be continued during the professional development leave.

~~(98)~~ Eligible employees on a professional development leave shall continue to accrue leave on a full-time basis.

~~(409)~~ 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 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.

**Commented [CP25]:** UFF struck this change. Discuss rationale to resolve.

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291 **22.3 Other Study Leave.**

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

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

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

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

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

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

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

**Commented [CP26]:** UFF struck this proposed change.  
BOT team prefers this language. No rationale needed –  
parties are apart in this section.