

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 sabbatical, either at full pay for one semester [Type IA] or one at three-fourths pay  
12 for one academic year [Type IB], for each twenty tenured and tenure-earning employees,  
13 subject to the conditions of this Article. Standard rounding techniques shall be used to  
14 determine the total number of Type I sabbaticals to be made available in each college. (e.g.,  
15 a college with 29 tenured or tenure-earning employees shall make one Type I sabbatical  
16 available. A college with 30 tenured or tenure-earning employees shall make two Type I  
17 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 has been ranked/recommended by the college  
21 committee but was not awarded a Type I sabbatical. This Type II sabbatical is a sabbatical  
22 for up to two semesters (i.e., up to one academic year) at half pay, subject to the conditions  
23 of this Article, and granted by the dean.

24 (c) Sabbatical Eligibility.

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

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

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

40 (4) Full-time employees shall be eligible to apply for ~~their next~~ another sabbatical  
41 during the fifth year of continuous service at UCF after the end of the academic year during  
42 which the previous sabbatical, professional development leave, or administrative  
43 professional development leave was taken. (For example, a tenured employee who takes a  
44 sabbatical in the 2023-24 academic year and is continuously employed may submit another  
45 sabbatical application in the 2029-30 academic year for a sabbatical that would take place  
46 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]:** The last UFF Proposal, #3, did not respond to the BOT's last proposal. Therefore, the teams may have more points of agreement than indicated in this document.

**Commented [CP3]:** UFF agreed to change – this addresses employees hired at odd times to give them a full academic year

**Commented [CR4]:** BOT believes this language was accepted previously. Checking now as a courtesy.

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

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

51 (d) Application and Selection.

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

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

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

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

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

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

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

74 (8) Absent a legitimate business reason other than staffing or fiscal considerations,  
75 the dean or dean's representative shall make sabbatical appointments from the ranked list  
76 and consult with the committee prior to an appointment that does not follow the committee's  
77 list. In the event that the dean or dean's representative decides not to make a sabbatical  
78 appointment to an employee on the list, they shall consult with the affected employee. If  
79 staffing or fiscal considerations preclude a sabbatical from being granted, the employee  
80 shall be provided the sabbatical the following year, or at a later time as agreed to by the  
81 employee and the college. The postponement of a sabbatical by the university does not  
82 result in any postponement of a subsequent sabbatical application by the employee.

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

88 (e) Terms of Sabbatical Program.

89 (1) The employee must return to the University for at least one full academic year  
90 following participation in the program. If the employee fails to return to the University for at  
91 least two consecutive semesters, fall and spring, in the year following participation in the  
92 program, all salary and fringe benefits received during his/her participation in the program  
93 must be repaid to the University within 30 days of resignation or job abandonment. If the  
94 employee makes little to no effort to complete the project described in the application, the

Commented [CP5]: Fairly certain the teams are in agreement here, since ranking is important to the process.

95 employee shall receive an "Unsatisfactory" overall annual evaluation and will be ineligible to  
96 apply for a sabbatical for ten years.

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

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

107 (4) An annual evaluation shall be conducted for each employee whose assignment  
108 included a sabbatical. The overall evaluation shall be weighted between time on sabbatical  
109 and time on regular duties. Their time on sabbatical shall be evaluated based on their  
110 accomplishments made in light of their sabbatical proposal and ensuing circumstances.  
111 Their time on regular duties, if any, shall be evaluated based on the department or unit's  
112 Annual Evaluation Standards & Procedures. ~~Annual evaluations shall be conducted for~~  
113 ~~employees who have been granted sabbaticals. Evaluation of the sabbatical shall be based~~  
114 ~~not only on the department or unit's Annual Evaluation Standards & Procedures, rather but~~  
115 ~~also on accomplishments made in light of the sabbatical proposal and ensuing~~  
116 ~~circumstances. The overall evaluation shall be weighted between time on and not on~~  
117 ~~sabbatical.~~

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

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

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

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

136  
137 **22.2 Professional Development Leave (PDL).**

138 (a) Policy. Professional development leaves are granted to increase an employee's  
139 value to the University through opportunities for research, writing, professional renewal,  
140 further education, or other experiences of professional value. Leaves are not a reward for  
141 service longevity.

**Commented [CP6]:** UFF: Please check to see if the UFF team is in agreement with the accepted changes in (e)(1), as changes were accepted here.

**Commented [CP7]:** Rewording for clarity – addressing how the evaluation should be performed.

**Commented [CP8]:** 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.

**Commented [CR9R8]:** As potential consequences for outside activities escalate, BOT believes this reminder is beneficial to employees.

**Commented [CR10]:** BOT believes UFF agreed to this change.

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

**Commented [CR12R11]:** Window in Fall 2021 was 9/10 to 10/20.

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

**Commented [CP13]:** 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. BOT dropped reduction of # of PDLs offered to move closer to agreement.

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

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

154 (a) ~~First-time applicants. Employees who begin their employment in a spring~~  
 155 ~~semester or during the summer must work at least five full academic years (i.e., a fall~~  
 156 ~~semester followed by a spring semester) or the equivalent before they are eligible to submit~~  
 157 ~~a PDL application. Full-time non-tenured, non-tenure earning employees shall be eligible to~~  
 158 ~~apply for another PDL after completing the fifth year of continuous service at UCF. As an~~  
 159 ~~example, an employee hired in Fall 2025, Spring 2026, or Summer 2026 (summer term for~~  
 160 ~~12-month employees only) may apply in the 2030-2031 academic year for a PDL to take~~  
 161 ~~place in the 2031-32 academic year.~~

**Commented [CP14]:** UFF Agreed to breaking up First-time applicants and those that follow, but did not agree to all of the language. Need to resolve.

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

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

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

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

175 (d) Application and Selection.

176 (1) Application for professional development leave shall contain an appropriate  
 177 outline of the project or work to be accomplished during the leave.

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

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

UFF indicated that proposals must “serve the missions and goals” so this is redundant.

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

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

**Commented [CR16R15]:** Redundancy is not clearly evident.

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

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

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

198 ~~a. Those applications that are not deemed worthy of a PDL shall not be ranked~~  
199 ~~by the committee. Only those applications that are deemed worthy of a PDL shall be ranked~~  
200 ~~and submitted to the University's representative.~~

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

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

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

215 ~~(4410)-~~ Leaves shall be granted contingent upon the availability of staff and  
216 unit funds. If staffing or fiscal considerations preclude a professional development leave  
217 from being granted, the employee shall be provided the professional development leave the  
218 following year, or at a later time as agreed to by the employee and the college/unit. The  
219 postponement of a PDL by the university does not result in any postponement of a  
220 subsequent PDL application by the employee. The period of postponement shall be credited  
221 for eligibility for a subsequent professional development leave.

222 (e) Terms of Professional Development Leave.

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

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

237 (3) An employee who fails to spend the time as stated in the application or revision  
238 as approved by the supervisor and dean shall reimburse the University for all salary and

**Commented [CP17]:** BOT would like to add this language to improve the process. UFF struck – Discuss rationale to resolve.

**Commented [CR18]:** Consistent with language for sabbaticals.

**Commented [CP19]:** UFF struck this language – BOT proposed this for clarity even if it does appear redundant.

**Commented [CP20]:** BOT and UFF are apart in this section. Discuss rationale to resolve. [language moved from (e)(2), UFF strikes language here]

**Commented [CP21]:** Gives employee a way to change course if something falls through – same as sabbatical. Discuss rationale to resolve.

**Commented [CP22]:** BOT team retains dean approval. Discuss rationale to resolve.

**Commented [CP23]:** UFF struck "and dean." UFF accepted "and dean" in sabbaticals above, but didn't accept this language.

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) ~~An annual evaluation shall be conducted for each employee whose assignment included a PDL. The overall evaluation shall be weighted between time on PDL and time on regular duties. Their time on PDL shall be evaluated based on their accomplishments made in light of their PDL proposal and ensuing circumstances. Their time on regular duties, if any, shall be evaluated based on the department or unit's Annual Evaluation Standards & Procedures.~~

~~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.

(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.

(109) 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.

**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 to accrued leave.

**Commented [CP24]:** Re-orders information, adds clarity, addresses UFF concern about AESP

**Commented [CP25]:** Adding helps employee to see obligation

**Commented [CR26R25]:** Inclusion or reminder to comply with Art 19 is intended to help employee

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

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

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

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

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

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