

## 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 ~~their next~~ 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]:** 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 [TR4R3]:** UFF agrees

**Commented [CR5]:** BOT believes this language was accepted previously. Checking now as a courtesy.

**Commented [TR6R5]:** Thanks. We agree

(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.

(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 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 two consecutive semesters excluding summer at least one full academic year following participation in the program. If the employee fails to return to the University for at least two consecutive semesters, fall and spring, in the 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

**Commented [CP7]:** Fairly certain the teams are in agreement here, since ranking is important to the process.

**Commented [TR8R7]:** UFF agrees.

96 "Unsatisfactory" overall annual evaluation and will be ineligible to apply for a sabbatical for  
97 ten years.

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

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

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

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

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

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

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

## 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 [CP9]:** 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 [TR10R9]:** UFF prefers SQ.

**Commented [CP11]:** Rewording for clarity – addressing how the evaluation should be performed.

**Commented [TR12R11]:** UFF agrees.

**Commented [CP13]:** 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 [CR14R13]:** As potential consequences for outside activities escalate, BOT believes this reminder is beneficial to employees.

**Commented [TR15R13]:** UFF agrees.

**Commented [CR16]:** BOT believes UFF agreed to this change.

**Commented [TR17R16]:** Yes, we do.

**Commented [CP18]:** UFF proposed an application window here; SQ preferred, without restrictions.

**Commented [CR19R18]:** Window in Fall 2021 was 9/10 to 10/20.

(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 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) or the equivalent before they are eligible to submit a PDL 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 their next 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.

(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 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.

**Commented [CP20]:** 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.

**Commented [TR21R20]:** UFF prefers SQ as highlighted in yellow.

**Formatted:** Highlight

**Commented [CP22]:** UFF Agreed to breaking up First-time applicants and those that follow, but did not agree to all of the language. Need to resolve.

**Commented [TR23R22]:** UFF agrees.

**Commented [CP24]:** 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.

**Commented [CR25R24]:** Redundancy is not clearly evident.

**Commented [TR26R24]:** UFF accepts insertion

(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. Only those applications that are deemed worthy of a PDL shall be ranked and submitted to the University's representative.

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

(11) d. 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 two consecutive semesters excluding summer 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 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

**Commented [CP27]:** BOT would like to add this language to improve the process. UFF struck – Discuss rationale to resolve.

**Commented [TR28R27]:** Just make it consistent with the language under sabbaticals.

**Commented [CR29]:** Consistent with language for sabbaticals.

**Commented [CP30]:** UFF struck this language – BOT proposed this for clarity even if it does appear redundant.

**Commented [TR31R30]:** UFF agrees.

**Commented [CP32]:** BOT and UFF are apart in this section. Discuss rationale to resolve. [language moved from (e)(2), UFF strikes language here]

**Commented [TR33R32]:** Same comment as under sabbatical. SQ language makes sense to ask employees to serve two semesters, not counting the summer, as that would make the requirement the same for Fall or Spring sabbatical/PDL.

**Commented [CP34]:** Gives employee a way to change course if something falls through – same as sabbatical. Discuss rationale to resolve.

**Commented [TR35R34]:** UFF agrees

**Commented [CP36]:** BOT team retains dean approval. Discuss rationale to resolve.

**Commented [TR37R36]:** UFF agrees.

**Commented [CP38]:** UFF struck “and dean.” UFF accepted “and dean” in sabbaticals above, but didn’t accept this language.

**Commented [TR39R38]:** UFF agrees



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 any ensuing circumstances/modifications to it. 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.

(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 the sources of support 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 [CP40]:** Re-orders information, adds clarity, addresses UFF concern about AESP

**Commented [TR41R40]:** UFF agrees. Language should be same as for sabbaticals.

**Commented [CP42]:** Adding helps employee to see obligation

**Commented [CR43R42]:** Inclusion or reminder to comply with Art 19 is intended to help employee

**Commented [TR44R42]:** UFF agrees.

288 (b) Job-Related. An employee shall be permitted to attend up to six credits of course  
289 work per semester during work, provided that the:  
290 (1) course work is directly related to the employee's professional responsibilities;  
291 (2) supervisor determines that the absence will not interfere with the proper  
292 operation of the work unit;  
293 (3) supervisor believes that completion of the course work would improve the  
294 productivity of the department or function of which the employee is a part; and  
295 (4) employee's work schedule can be adjusted to accommodate such job-related  
296 study without reduction in the total number of work hours required per pay period.  
297 (c) Retraining. The University may, at its discretion, provide opportunities for retraining  
298 of employees when it is in the University's best interests. Such opportunities may be  
299 provided to employees who are reassigned, have received notice of layoff, or in other  
300 appropriate circumstances.