

1 ARTICLE 22

2 **SABBATICALS AND PROFESSIONAL DEVELOPMENT PROGRAMS**

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 must work at least five full academic years (i.e., a fall semester
37 followed by a spring semester) or the equivalent before they are eligible to submit a
38 sabbatical application.

39 (4) Full-time employees shall be eligible to apply for their next sabbatical during the
40 fifth year of continuous service at UCF after the end of the academic year during which the
41 previous sabbatical, professional development leave, or administrative professional
42 development leave was taken. (For example, a tenured employee who takes a sabbatical in
43 the 2023-24 academic year and is continuously employed may submit another sabbatical
44 application in the 2029-30 academic year for a sabbatical that would take place in the 2030-
45 31 academic year.)

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

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

50 (d) Application and Selection.

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

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

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

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

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

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

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

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

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

87 (e) Terms of Sabbatical Program.

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

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

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

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

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

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

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

119 (8) While on leave, an employee must disclose and shall be permitted to receive
120 funds for travel and living expenses, and other sabbatical-related expenses, from sources
121 other than the University, such as fellowships, grants-in-aid, and contracts and grants, to
122 assist in accomplishing the purposes of the sabbatical. Receipt of funds for such purposes
123 shall not result in reduction of the employee's University salary. Grants for such financial
124 assistance from other sources may, but need not, be administered through the University. If
125 financial assistance is received in the form of salary, the University salary may be reduced
126 by the amount necessary to bring the total income of the sabbatical period to a level equal
127 to the employee's current year salary rate. Employment unrelated to the purpose of the
128 sabbatical leave is governed by the provisions of the Conflict of Interest or
129 Commitment/Outside Activity Article.
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131 **22.2 Professional Development Leave (PDL).**

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

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

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

144 (1) Non-tenured, non-tenure-earning employees who have completed five or more
145 academic years of full-time, continuous non-OPS service with UCF shall be eligible to apply
146 for professional development leaves.

147 (a) First-time applicants. Employees must work at least five full academic years
148 (i.e., a fall semester followed by a spring semester) or the equivalent before they are eligible
149 to submit a PDL application.

150 (b) Full-time non-tenured, non-tenure earning employees shall be eligible to
151 apply for their next PDL during the fifth year of continuous service at UCF after the end of
152 the academic year during which the previous PDL was taken. As an example, an employee
153 whose PDL ended either August 7, 2024, December 22, 2024, or May 7, 2025 would be
154 eligible to apply during the 2030-2031 PDL application period for a PDL to take place in the
155 2031-2032 academic year.

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

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

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

163 (d) Application and Selection.

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

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

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

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

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

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

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

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

188 b. In ranking the applicants, committee members shall consider the merits of the
189 proposal; the benefits of the proposed program to the employee, the University, the
190 college/unit, and the job function of which the employee is a part; and length of service
191 since previous professional development leave. Committee members shall not

192 disadvantage an applicant due to the academic discipline, function, or profession of the
193 applicant.

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

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

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

208
209 (e) Terms of Professional Development Leave.

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

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

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

227 (4) Within thirty days after the end of the semester or term following the conclusion
228 of the PDL, the employee must provide a brief written report to his or her department or unit
229 that relates accomplishments during the professional development leave to the proposal
230 submitted for that leave.

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

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

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

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

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

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258 **22.3 Other Study Leave.**

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

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

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

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

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

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

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