

1 ARTICLE 22

2 *SABBATICALS AND PROFESSIONAL DEVELOPMENT PROGRAMS*

3 22.1 Sabbaticals.

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

8 (b) Types of Sabbaticals.

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

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

23 ~~(2)(3)~~ Research sabbaticals: Each year, each college shall make five Research
24 sabbaticals available to tenure track employees to support their research assignments and
25 make progress toward tenure. This Research sabbatical is a sabbatical for one semester at
26 full pay.

27 (c) Sabbatical Eligibility.

28 (1) Full-time tenured employees with at least five academic years of full-time
29 continuous service at UCF shall be eligible to apply for a sabbatical that would take place in
30 the following academic year. (For example, a full-time tenured employee who starts their
31 employment at UCF at the beginning of the ~~20212022-22-23~~ academic year, and is
32 continuously employed, may submit a sabbatical application during the ~~20262027-27-28~~
33 academic year for a sabbatical that would take place in the 202~~87-289~~ academic year).

34 (2) Applicants for Type I or II sabbaticals must be tenured at the time their
35 applications are submitted. (For example, a full-time tenure-earning employee who starts
36 their employment at UCF at the beginning of the ~~20212022-22-23~~ academic year may be
37 tenured at the start of the ~~20272028-28-29~~ academic year and submit a sabbatical
38 application in ~~20272028-2829~~. Their sabbatical would take place in the ~~20282029- 29-30~~
39 academic year.)

40 (3) Employees must work at least five full academic years (i.e., a fall semester followed
41 by a spring semester) or the equivalent before they are eligible to submit a Type I or II
42 sabbatical application.

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

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

52 (6) Employees shall be notified annually regarding eligibility requirements
53 and application deadlines.

54 ~~(6)~~(7) A Research sabbatical may only be taken once before submitting a
55 tenure application.

56 (d) Application and Selection.

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

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

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

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

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

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

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

79 (8) Absent a legitimate business reason other than staffing or fiscal considerations,

80 the dean or dean’s representative shall make sabbatical appointments from the ranked list
81 and consult with the committee prior to an appointment that does not follow the
82 committee's list. In the event that the dean or dean’s representative decides not to make a
83 sabbatical appointment to an employee on the list, they shall consult with the affected
84 employee. If staffing or fiscal considerations preclude a sabbatical from being granted, the
85 employee shall be provided the sabbatical the following year, or at a later time as agreed to
86 by the employee and the college. The postponement of a sabbatical by the university does
87 not result in any postponement of a subsequent sabbatical application by the employee.

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

93 (e) Terms of Sabbatical Program.

94 (1) The employee must return to the University for at least the length of the type of
95 leave one academic year following participation in the program. If the employee fails to
96 return to the University for the length of the type of leave at least two consecutive
97 semesters, fall and spring, in the year following participation in the program, all salary and
98 fringe benefits received during his/her participation in the program must be repaid to the
99 University within 30 days of resignation or job abandonment. If the employee makes little
100 to no effort to complete the project described in the application, the employee shall
101 receive an “Unsatisfactory” overall annual evaluation and will be ineligible to apply for a
102 sabbatical for ten years.

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

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

113 (4) An annual evaluation shall be conducted for each employee whose assignment
114 included a sabbatical. The overall evaluation shall be weighted between time on sabbatical
115 and time on regular duties. Their time on sabbatical shall be evaluated based on their
116 accomplishments made in light of their sabbatical proposal and ensuing circumstances. Their
117 time on regular duties, if any, shall be evaluated based on the department or unit’s Annual
118 Evaluation Standards & Procedures.

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

137 22.2 Professional Development Leave (PDL).

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

142 (b) Types of Professional Development Leave-Availability. Each year, the University will
143 make available at least one professional development ~~leave-leave, for each thirty employees~~
144 ~~who are not tenured or tenure-earning. The employee may choose from the following~~
145 ~~options for their professional development leave:~~ either ~~at full pay~~ for one semester or ~~term~~
146 ~~or at~~ One academic year at full pay

147 (1) 12-month employees may select a spring semester and summer term for full
148 pay or the summer term only for full pay.

149 ~~three-fourths pay for one academic year, for each thirty employees who are not tenured or~~
150 ~~tenure-earning, subject to the conditions set forth below.~~

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

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

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

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

167 (2) No paid or unpaid family and medical, parental, administrative, military, or other
168 authorized leave(s) shall be considered a break in continuous employment. An employee
169 who is compensated through a contract or grant may receive a professional development
170 leave only if the contract or grant allows for such leaves and the employee meets all other
171 eligibility requirements.

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

174 ~~(c)~~(d) Application and Selection.

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

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

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

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

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

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

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

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

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

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

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

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

217 ~~(d)~~(e) Terms of Professional Development Leave.

218 (1) The employee must return to University employment for at least ~~one academic~~
219 ~~year~~the length of the type of leave-following participation in ~~that the~~ program. If the
220 employee fails to return to the University for ~~at least two consecutive semesters, fall and~~
221 ~~spring, in the year~~the length of the type of leave-following participation in the program, all
222 salary and fringe benefits received during his/her participation in the program must be
223 repaid to the University within 30 days of resignation or job abandonment. If the employee
224 makes little to no effort to complete the project described in the application, the employee
225 shall receive an "Unsatisfactory" overall annual evaluation and will be ineligible to apply for
226 a PDL for ten years.

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

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

236 (4) Within thirty days after the end of the semester or term following the
237 conclusion of the PDL, the employee must provide a brief written report to his or her

238 department or unit that relates accomplishments during the professional development
239 leave to the proposal submitted for that leave.

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

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

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

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

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

266 22.3 Other Study Leave.

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

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

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

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

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

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

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