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3 **ARTICLE 22**
4 ***SABBATICALS AND PROFESSIONAL DEVELOPMENT PROGRAMS***

5 **22.1 Sabbaticals.**

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

10 (b) Types of Sabbaticals.

11 (1) Type I Sabbaticals: Each year, each college shall make available at least one ~~(+)~~
12 [Type IA] sabbatical, either at full pay for one ~~(+)~~ semester or one [Type IB] at three-fourths pay for one
13 ~~(+)~~-academic year, for each twenty ~~(20)~~ tenured and tenure-earning employees, subject to the conditions
14 of this Article. Standard rounding techniques shall be used to determine the total number of Type I
15 sabbaticals to be made available in each college. (e.g., a college with 29 tenured or tenure-earning
16 employees shall make one ~~(+)~~ Type I sabbatical available. A college with 30 tenured or tenure-earning
17 employees shall make two ~~(2)~~ Type I sabbaticals available.) Colleges with fewer than twenty ~~(20)~~ tenured
18 and tenure-earning employees shall make available at least one such sabbatical every other year.

19 (2) Type II Sabbaticals: Each college shall make available to each employee whose
20 application meets the policy requirements noted above, and whose application has been recommended by
21 the college committee and granted by the dean, a sabbatical for two ~~(2)~~ semesters (i.e., one ~~(+)~~ academic
22 year) at half pay, subject to the conditions of this Article.

23 (c) ~~Eligibility for Sabbaticals~~ Eligibility.

24 (1) Full-time ~~tenured~~ employees with at least six ~~(6)~~ years of full-time continuous
25 service ~~with~~ at UCF who are tenured at the time of application shall be eligible for sabbaticals.

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

28 (3) An employee who is compensated through a contract or grant may receive a
29 sabbatical only if the contract or grant allows a sabbatical and the employee meets all other eligibility
30 requirements.

31 (4) Employees shall be notified annually regarding eligibility requirements and
32 application deadlines.

33 (d) Sabbatical Availability & Eligibility of Employees Not in a College.

34 (1) For the purposes of Section 22.1, "college" shall also mean the group of tenured
35 and tenure-earning employees whose primary assignments are in an institute, center, or other non-college
36 unit.

37 (2) These employees shall be grouped together for purposes of calculating the
38 number of available sabbaticals and for purposes of ranking employees' applications. Sabbatical
39 applications for these employees ~~will~~ shall be reviewed and ranked by the University Research Council,
40 whose rankings ~~will~~ shall be finally reviewed by the president or president's representative. In all other
41 respects, the application and selection process for these employees shall follow the provisions of Section
42 22.1(e).

43 (e) Application and Selection.

44 (1) Applications for sabbaticals shall be submitted in accordance with college
45 procedures.

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

50 conditions of the sabbatical program as described in Section 22.1(f). Activities to be performed while on
51 sabbatical shall be commensurate with the FTE and duration requested.

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

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

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

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

60 (7) The college committee shall review sabbatical applications using 22.1(e)(2)
61 above. Any applications that are deemed worthy of a sabbatical ~~and shall be ranked and submitted to the~~
62 ~~dean or dean's representative a ranked list of recommended employees to the dean or dean's~~
63 ~~representative.~~

64 (8) In ranking the ~~applicants~~ applications worthy of a sabbatical, committee members
65 shall consider the merits of the proposal and the benefits of the proposed program to the employee, the
66 University, the college and the profession; and the length of service since previous sabbatical. Committee
67 members shall not disadvantage an applicant due to his/her academic discipline.

68 (9) Absent a legitimate business reason other than staffing or fiscal considerations,
69 the dean or dean's representative shall make sabbatical appointments from the list and consult with the
70 committee prior to an appointment that does not follow the committee's list. In the event that the dean or
71 dean's representative decides not to make a sabbatical appointment to an employee on the list, he or she
72 shall consult with the affected employee. If staffing or fiscal considerations preclude a sabbatical from
73 being granted, the employee shall be provided the sabbatical the following year, or at a later time as
74 agreed to by the employee and the college. The period of postponement shall be credited for eligibility for
75 a subsequent sabbatical.

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

80 (f) Terms of Sabbatical Program.

81 (1) The employee must return to the University for at least one ~~(1)~~ academic year
82 following participation in the program. If the employee fails to return to the University for at least two
83 consecutive semesters (excluding summer) following participation in the program, ~~or makes little to no~~
84 ~~effort to complete the project described in the application,~~ all salary and fringe benefits received during
85 his/her participation in the program must be repaid to the University within 30 days of resignation or job
86 abandonment. If the employee makes little to no effort to complete the project described in the
87 application, the employee shall receive an "Unsatisfactory" annual evaluation and will be ineligible to
88 apply for a sabbatical for ten years.

89 (2) Within thirty ~~(30)~~ days after the beginning of the spring semester (for a fall-only
90 sabbatical) or when annual reports are due (for a spring-only or fall/spring sabbatical), the employee must
91 provide a brief written report to the college dean's office and his or her department or unit that relates
92 accomplishments during the sabbatical to the proposal submitted for that leave.

93 (3) Annual evaluations shall be conducted for employees who have been granted
94 sabbaticals. Evaluation of the sabbatical shall be based not on the department's or unit's Annual
95 Evaluation Standards & Procedures, rather on accomplishments made in light of the sabbatical proposal
96 and ensuing circumstances. The overall evaluation shall be weighted between time on and not on
97 sabbatical.

98 (4) Employees shall be eligible for another sabbatical after six (6) years of
99 continuous service at UCF are completed following the end date of the previous sabbatical.

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

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

104 (7) Eligible employees on sabbatical shall continue to accrue annual and sick leave
105 on a full-time basis during the sabbatical leave.

106 (8) While on leave, an employee shall be permitted to receive funds for travel and
107 living expenses, and other sabbatical-related expenses, from sources other than the University, such as
108 fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing the purposes of the
109 sabbatical. Receipt of funds for such purposes shall not result in reduction of the employee's University
110 salary. Grants for such financial assistance from other sources may, but need not, be administered through
111 the University. If financial assistance is received in the form of salary, the University salary may be
112 reduced by the amount necessary to bring the total income of the sabbatical period to a level equal to the
113 employee's current year salary rate. Employment unrelated to the purpose of the sabbatical leave is
114 governed by the provisions of Article 19: Conflict of Interest or Commitment/Outside Activity.
115

116 22.2 Professional Development Leave.

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

121 (b) Types of Professional Development Leave. Each year, the University will make
122 available at least one ~~(1)~~ professional development leave either at full pay for one ~~(1)~~ semester or term or
123 at three-fourths pay for one ~~(1)~~ academic year, for each thirty ~~(30)~~ employees who are not tenured or
124 tenure-earning, subject to the conditions set forth below.

125 (c) Eligibility for Professional Development Leave.

126 (1) Employees with six ~~(6)~~ or more years of full-time, continuous service with UCF
127 shall be eligible for professional development leaves, except those employees who are serving in tenure-
128 earning or tenured positions.

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

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

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

136 (d) Application and Selection.

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

139 (2) Each application shall include a two-page statement describing the program and
140 activities to be followed while on professional development leave; the expected increase in value of the
141 employee to the University and unit; specific results anticipated from the leave; any anticipated
142 supplementary income; and a statement that the applicant agrees to comply with the conditions of the
143 professional development leave program as described in Section 22.2(e). Activities to be performed while
144 on sabbatical shall be commensurate with the FTE and duration requested.

145 (3) The employee's immediate supervisor and his or her dean, director, or unit head
146 shall be given a copy of the application when it is submitted for review by the University Professional
147 Development Leaves committee.

148 (4) A University Professional Development Leaves committee of at least five (5)
149 members shall be elected by and from the employees eligible for professional development leave.

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

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

154 (7) The University committee shall review professional development leave
155 applications and shall submit a ranked list of recommended employees to the president or president's
156 representative.

157 (8) In ranking the applicants, committee members shall consider the merits of the
158 proposal; the benefits of the proposed program to the employee, the University, the college/unit, and the
159 job function of which the employee is a part; and length of service since previous professional
160 development leave. Committee members shall not disadvantage an applicant due to the academic
161 discipline, function, or profession of the applicant.

162 (9) Absent a legitimate business reason other than staffing or fiscal considerations,
163 the president or president's representative shall make professional development leave appointments from
164 the list and consult with the committee prior to an appointment that does not follow the committee's list.
165 In the event that the president or president's representative decides not to ~~makeoffer~~ a ~~sabbatical~~
166 ~~appointment~~ professional development leave appointment to an employee on the list, he or she shall
167 consult with the affected employee.

168 (10) No more than one ~~(1)~~ employee for each fifteen ~~(15)~~ employees in each
169 department or unit need be granted professional development leave for the same semester.

170 (11) Leaves shall be granted contingent upon the availability of staff and unit funds. If
171 staffing or fiscal considerations preclude a professional development leave from being granted, the
172 employee shall be provided the professional development leave the following year, or at a later time as
173 agreed to by the employee and the college/unit. The period of postponement shall be credited for
174 eligibility for a subsequent professional development leave.

175 (e) Terms of Professional Development Leave.

176 (1) The employee must return to University employment for at least one ~~(1)~~
177 academic year following the conclusion of such leave.

178 (2) An employee who fails to return to the University for at least one year following
179 professional development leave must return all salary and fringe benefits received during his/her
180 professional development leave to the University within 30 days of resignation or job abandonment.

181 (3) An employee who fails to spend the time as stated in the application shall
182 reimburse the University for all salary and fringe benefits received during such leave within 30 days
183 following the scheduled completion of the leave.

184 (4) Within thirty ~~(30)~~ days after the beginning of the spring semester (for a fall-only
185 professional development leave) or when annual reports are due (for a spring-only or fall/spring
186 professional development leave), the employee must provide a brief written report to his or her
187 department or unit that relates accomplishments during the professional development leave to the
188 proposal submitted for that leave.

189 (5) Annual evaluations shall be conducted for employees who have been granted
190 professional development leaves. Evaluation of the professional development leave shall be based not on
191 the unit Annual Evaluation Standards & Procedures, rather on accomplishments made in light of the
192 professional development leave proposal and ensuing circumstances. The overall evaluation shall be
193 weighted between time on and not on professional development leave.

194 (6) Employees shall be eligible for another professional development leave after six
195 ~~(6)~~ years of continuous service at UCF are completed following the end date of the previous professional
196 development leave.

197 (7) University contributions normally made to retirement and Social Security
198 programs shall be continued during the professional development leave on a basis proportional to the
199 salary received.

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

202 (9) Eligible employees on a professional development leave shall continue to accrue
203 annual and sick leave on a full-time basis during the professional development leave.

204 (10) While on leave, an employee shall be permitted to receive funds for travel and
205 living expenses, and other professional development leave-related expenses, from sources other than the
206 University, such as fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing the
207 purposes of the professional development leave. Receipt of funds for such purposes shall not result in
208 reduction of the employee's University salary. Grants for such financial assistance from other sources
209 may, but need not, be administered through the University. If financial assistance is received in the form
210 of salary, the University salary may be reduced by the amount necessary to bring the total income of the
211 professional development leave period to a level comparable to the employee's current year salary rate.
212 Employment unrelated to the purpose of the professional development leave is governed by the provisions
213 of Article 19.
214

215 **22.3 Other Study Leave.**

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

218 (b) Job-Related. An employee shall be permitted to attend up to six (6) credits of course
219 work per semester during work, provided that:

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

222 (2) The supervisor determines that the absence will not interfere with the proper
223 operation of the work unit;

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

226 (4) The employee's work schedule can be adjusted to accommodate such job-related
227 study without reduction in the total number of work hours required per pay period.
228

229 **22.4 Retraining.** The University may, at its discretion, provide opportunities for retraining of
230 employees when it is in the University's best interests. Such opportunities may be provided to employees
231 who are reassigned or laid off, or in other appropriate circumstances. These retraining opportunities may
232 include enrollment in tuition-free courses under the provisions of Article 24 and Sabbaticals or
233 Professional Development Leaves under this Article.