

# ARTICLE 22<sup>[CPI]</sup>

## 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 IA}~~ sabbatical, either at full pay for one semester ~~[Type IA]~~ or one ~~[Type IB]~~ 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 meets the policy requirements noted above, and~~ whose application has been ranked/recommended by the college committee but was not awarded a Type I sabbatical. This Type II sabbatical is and granted by the dean, 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 six-five academic years of full-time continuous service at UCF ~~who are tenured at the time of application~~ 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 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 another sabbatical during the fifth year of continuous service at UCF after the end of the academic year during which the previous sabbatical, ~~or 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

47 application in the 2029-30 academic year for a sabbatical that would take place in the 2030-  
48 31 academic year.)

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

51 ~~(3) An employee who is compensated through a contract or grant may receive a~~  
52 ~~sabbatical only if the contract or grant allows a sabbatical and the employee meets all other~~  
53 ~~eligibility requirements.~~

54 (45) Employees shall be notified annually regarding eligibility requirements and  
55 application deadlines.

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

57 ~~(1) For the purposes of this Section, "college" shall also mean the group of tenured and~~  
58 ~~tenure-earning employees whose primary assignments are in an institute, center, or other~~  
59 ~~non-college unit.~~

60 ~~(2) These employees shall be grouped together for purposes of calculating the number~~  
61 ~~of available sabbaticals and for purposes of ranking employees' applications. Sabbatical~~  
62 ~~applications for these employees shall be reviewed and ranked by the University Research~~  
63 ~~Council, whose rankings shall be finally reviewed by the University's representative. In all~~  
64 ~~other respects, the application and selection process for these employees shall follow the~~  
65 ~~provisions of this Article.~~

66 (e) Application and Selection.

67 (1) Applications for sabbaticals shall be submitted in accordance with college  
68 procedures deadlines.

69 (2) Each application shall include a two-page statement describing the program and  
70 activities to be followed while on sabbatical; the expected increase in value of the employee  
71 to the University, the college and the employee's academic discipline; specific results  
72 anticipated from the leave; any anticipated supplementary income; and a statement that the  
73 applicant agrees to comply with the conditions of the sabbatical program. Activities to be  
74 performed while on sabbatical shall be commensurate with the employee's FTE and  
75 duration of the sabbatical.

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

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

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

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

84 (7) The college committee shall review sabbatical applications. Any applications that  
85 are deemed worthy of a sabbatical shall be ranked and submitted to the dean or dean's  
86 representative.

87 a. Those applications that are not deemed worthy of a sabbatical shall not be  
88 ranked by the committee.<sup>[CP2]</sup>

89 b.

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

| 95           ~~(98)~~ Absent a legitimate business reason other than staffing or fiscal  
| 96 considerations, the dean or dean's representative shall make sabbatical appointments from  
| 97 the ranked list and consult with the committee prior to an appointment that does not follow  
| 98 the committee's list. In the event that the dean or dean's representative decides not to make  
| 99 a sabbatical appointment to an employee on the list, ~~he or she~~ they shall consult with the  
| 100 affected employee. If staffing or fiscal considerations preclude a sabbatical from being  
| 101 granted, the employee shall be provided the sabbatical the following year, or at a later time  
| 102 as agreed to by the employee and the college. ~~The period of postponement shall be~~  
| 103 ~~credited for eligibility for a subsequent sabbatical. The postponement of a sabbatical by the~~  
| 104 ~~university does not result in any postponement of a subsequent sabbatical application by~~  
| 105 ~~the employee.~~

| 106           ~~(409)~~ In the event of an exceptional opportunity for an employee to participate in a  
| 107 prestigious academic award/activity for which deadlines prevent application during the  
| 108 normal application process, the dean may award a sabbatical outside of the above defined  
| 109 process. All employee eligibility requirements must be met and all sabbatical terms defined  
| 110 below apply.

| 111           ~~(f)~~ Terms of Sabbatical Program.

| 112           (1) The employee must return to the University for at least one full academic year  
| 113 following the academic year of participation in the program. If the employee fails to return to  
| 114 the University for at least two consecutive semesters, fall and spring, (excluding summer) in  
| 115 the academic year following participation in the program, all salary and fringe benefits  
| 116 received during his/her participation in the program must be repaid to the University within  
| 117 30 days of resignation or job abandonment. If the employee makes little to no effort to  
| 118 complete the project described in the application, the employee shall receive an  
| 119 "Unsatisfactory" overall annual evaluation and will be ineligible to apply for a sabbatical for  
| 120 ten years.

| 121           (2) If there are circumstances that arise where the employee wishes or needs to  
| 122 request to change the terms of the sabbatical from what was proposed, any revisions to the  
| 123 proposal must be documented in writing and submitted to the employee's supervisor as  
| 124 soon as practicable. The supervisor and dean must approve the revised sabbatical proposal  
| 125 before the work may proceed.

| 126           (3) Within thirty days after the beginning of the spring semester (for a fall-only  
| 127 sabbatical) or when annual reports are due (for a spring-only or fall/spring sabbatical), the  
| 128 employee must provide a brief written report to the college dean's office and his or her  
| 129 department or unit that relates accomplishments during the sabbatical to the proposal  
| 130 submitted for that leave.

| 131           ~~(34)~~ Annual evaluations shall be conducted for employees who have been granted  
| 132 sabbaticals. Evaluation of the sabbatical shall be based not only on the department or unit's  
| 133 Annual Evaluation Standards & Procedures, rather but also on accomplishments made in  
| 134 light of the sabbatical proposal and ensuing circumstances. The ~~[CP3]~~ overall evaluation shall  
| 135 be weighted between time on and not on sabbatical.

| 136           ~~(4) Employees shall be eligible to apply for another sabbatical after six years of~~  
| 137 ~~continuous service at UCF are completed following the end date of the previous sabbatical.~~

| 138           (5) University contributions normally made to retirement and Social Security  
| 139 programs shall be continued during the sabbatical leave on a basis proportional to the  
| 140 salary received.

| 141           (6) University contributions normally made to employee insurance programs and any  
| 142 other employee benefit programs shall be continued during the sabbatical.

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

145 (8) While on leave, an employee must disclose and <sup>CP4</sup> shall be permitted to receive  
146 funds for travel and living expenses, and other sabbatical-related expenses, from sources  
147 other than the University, such as fellowships, grants-in-aid, and contracts and grants, to  
148 assist in accomplishing the purposes of the sabbatical. Receipt of funds for such purposes  
149 shall not result in reduction of the employee's University salary. Grants for such financial  
150 assistance from other sources may, but need not, be administered through the University. If  
151 financial assistance is received in the form of salary, the University salary may be reduced  
152 by the amount necessary to bring the total income of the sabbatical period to a level equal  
153 to the employee's current year salary rate. Employment unrelated to the purpose of the  
154 sabbatical leave is governed by the provisions of the Conflict of Interest or  
155 Commitment/Outside Activity Article.

## 156 **22.2 Professional Development Leave (PDL).**

157 (a) Policy. Professional development leaves are granted to increase an employee's  
158 value to the University through opportunities for research, writing, professional renewal,  
159 further education, or other experiences of professional value. ~~While such leaves may be  
160 provided in relation to an employee's years of service, they are not primarily~~ a reward for  
161 service longevity <sup>CP5</sup>.

162 (b) ~~Types of~~ Professional Development Leave Availability. Each year, the University will  
163 make available at least one professional development leave ~~either~~ at full pay for one  
164 semester or term <sup>CP6</sup> ~~or at three fourths pay for one academic year~~, for each ~~thirty~~ <sup>CP7</sup> ~~sixty~~  
165 employees who are not tenured or tenure-earning, ~~subject to the conditions set forth below.~~

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

170 (1) ~~Employees Non-tenured, non-tenure-earning employees with who have  
171 completed six~~ <sup>CP8</sup> ~~five~~ or more years of full-time, continuous non-OPS service with UCF  
172 shall be eligible to apply for professional development leaves, ~~except those employees who  
173 are serving in tenure-earning or tenured positions.~~

174 (a) First-time applicants. Full-time non-tenured, non-tenure earning employees  
175 shall be eligible to apply for another PDL after completing the fifth year of continuous  
176 service at UCF. As an example, an employee hired in Fall 2025, Spring 2026, or Summer  
177 2026 (summer term for 12-month employees only) may apply in the 2030-2031 academic  
178 year for a PDL to take place in the 2031-32 academic year.

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

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

187 (3) An employee who is compensated through a contract or grant may receive a  
188 professional development leave only if the contract or grant allows for such leaves and the  
189 employee meets all other eligibility requirements.  
190

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

193 (d) Application and Selection. \_\_\_\_\_

194 (1) Application for professional development leave shall contain an appropriate  
195 outline of the project or work to be accomplished during the leave. Activities to be performed  
196 while on professional development leave shall be commensurate with the FTE and duration  
197 requested.

198 ~~(2)~~<sup>[CP9]</sup> Each application shall include a two-page statement describing the program  
199 and activities to be followed while on professional development leave; the expected  
200 increase in value of the employee to the University and unit; specific results anticipated from  
201 the leave; any anticipated supplementary income; and a statement that the applicant agrees  
202 to comply with the conditions of the professional development leave program. PDL  
203 proposals must articulate how the planned activity relates to and serves the mission and  
204 goals for the department/unit and college. <sup>[CP10]</sup>

205 (3) The employee's immediate supervisor and ~~his or her~~<sup>their</sup> dean, director, or unit  
206 head shall be given a copy of the application by the applicant when it is submitted for review  
207 by the University Professional Development Leaves committee.

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

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

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

215 (7) The University committee shall review professional development leave  
216 applications and shall submit a ranked list of recommended employees to the University's  
217 representative.

218 a. Those applications that are not deemed worthy of a PDL shall not be ranked  
219 by the committee. <sup>[CP11]</sup>

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

226 ~~(9)~~ Absent a legitimate business reason other than staffing or fiscal  
227 considerations, the University's representative shall make professional development leave  
228 appointments from the ranked <sup>[CP12]</sup> list and consult with the committee prior to an  
229 appointment that does not follow the committee's list. In the event that the University's  
230 representative decides not to offer a professional development leave appointment to an  
231 employee on the list, he or she shall consult with the affected employee.

232 ~~(10)~~ No more than one employee for each ~~fifteen twenty-five~~ <sup>[CP13]</sup> employees in  
233 each department, college, or unit need be granted professional development leave for the  
234 same semester.

235 ~~(11)~~ Leaves shall be granted contingent upon the availability of staff and  
236 unit funds. If staffing or fiscal considerations preclude a professional development leave  
237 from being granted, the employee shall be provided the professional development leave the  
238 following year, or at a later time as agreed to by the employee and the college/unit. The  
239 postponement of a PDL by the university does not result in any postponement of a

240 ~~subsequent PDL application by the employee. The period of postponement shall be credited~~  
241 ~~for eligibility for a subsequent professional development leave.~~

242 (e) Terms of Professional Development Leave.

243 (1) The employee must return to University employment for at least one full  
244 ~~academic year following the conclusion academic year of participation of such leave in that~~  
245 ~~program. If the employee fails to return to the University for at least two consecutive~~  
246 ~~semesters, fall and spring, in the academic year following participation in the program, all~~  
247 ~~salary and fringe benefits received during his/her participation in the program must be~~  
248 ~~repaid to the University within 30 days of resignation or job abandonment.~~ [CP14]

249 (2)<sup>[CP15]</sup> ~~If there are circumstances that arise where the employee wishes or~~  
250 ~~needs to request to change the terms of the PDL from what was proposed, any revisions to~~  
251 ~~the proposal must be documented in writing and submitted to the employee's supervisor as~~  
252 ~~soon as practicable. The supervisor and dean~~ [CP16] ~~must approve the revised PDL proposal~~  
253 ~~before the work may proceed. An employee who fails to return to the University for at least~~  
254 ~~one year following professional development leave must return all salary and fringe benefits~~  
255 ~~received during his/her professional development leave to the University within 30 days of~~  
256 ~~resignation or job abandonment.~~

257 (3) An employee who fails to spend the time as stated in the application or revision  
258 as approved by the supervisor and dean [CP17] shall reimburse the University for all salary  
259 and fringe benefits received during such leave within 30 days following the scheduled  
260 completion of the leave.

261  
262 (44) Within thirty days after the beginning end of the spring-semester or term when  
263 the PDL concludes, ~~(for a fall-only professional development leave) or when annual reports~~  
264 ~~are due (for a spring-only or fall/spring professional development leave)~~, the employee must  
265 provide a brief written report to his or her department or unit that relates accomplishments  
266 during the professional development leave to the proposal submitted for that leave.

267 (5) Annual evaluations shall be conducted for employees who have been granted  
268 professional development leaves. Evaluation of the professional development leave shall be  
269 based not only on the unit Annual Evaluation Standards & Procedures, rather but also  
270 [CP18] on accomplishments made in light of the professional development leave proposal and  
271 ensuing circumstances. The overall evaluation shall be weighted between time on and not  
272 on professional development leave.

273 (6) ~~Employees shall be eligible to apply for another professional development leave~~  
274 ~~after six years of continuous service at UCF are completed following the end date of the~~  
275 ~~previous professional development leave.~~

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

279 (87) University contributions normally made to employee insurance programs and  
280 any other employee benefit programs shall be continued during the professional  
281 development leave.

282 (98) Eligible employees on a professional development leave shall continue to  
283 accrue leave on a full-time basis.

284 (109) While on leave, an employee must disclose and [CP19] shall be permitted to  
285 receive funds for travel and living expenses, and other professional development leave-  
286 related expenses, from sources other than the University, such as fellowships, grants-in-aid,  
287 and contracts and grants, to assist in accomplishing the purposes of the professional  
288 development leave. Receipt of funds for such purposes shall not result in reduction of the

289 employee's University salary. Grants for such financial assistance from other sources may,  
290 but need not, be administered through the University. If financial assistance is received in  
291 the form of salary, the University salary may be reduced by the amount necessary to bring  
292 the total income of the professional development leave period to a level comparable to the  
293 employee's current year salary rate. Employment unrelated to the purpose of the  
294 professional development leave is governed by the provisions of the Conflict of Interest or  
295 Commitment/Outside Activity Article.  
296

### 297 **22.3 Other Study Leave.**

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

301 (b) Job-Related. An employee ~~shall be permitted~~may request |CP20| to attend up to six  
302 credits of course work per semester during work, provided that the:

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

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

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

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

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