

ARTICLE 22^[CP1]**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.^[CP2]

(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, 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.)

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

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

51 (d) Application and Selection.

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

54 (2) Each application shall include a two-page statement describing the program and
55 activities to be followed while on sabbatical; the expected increase in value of the employee
56 to the University, the college and the employee's academic discipline; specific results
57 anticipated from the leave; any anticipated supplementary income; and a statement that the
58 applicant agrees to comply with the conditions of the sabbatical program. Activities to be
59 performed while on sabbatical shall be commensurate with the employee's FTE and
60 duration of the sabbatical.^[CP3]

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

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

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

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

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

76 (8) Absent a legitimate business reason other than staffing or fiscal considerations,
77 the dean or dean's representative shall make sabbatical appointments from the ranked^[CP4]
78 list and consult with the committee prior to an appointment that does not follow the
79 committee's list. In the event that the dean or dean's representative decides not to make a
80 sabbatical appointment to an employee on the list, they shall consult with the affected
81 employee. If staffing or fiscal considerations preclude a sabbatical from being granted, the
82 employee shall be provided the sabbatical the following year, or at a later time as agreed to
83 by the employee and the college. The period of postponement shall be credited for eligibility
84 for a subsequent sabbatical. The postponement of a sabbatical by the university does not
85 result in any postponement of a subsequent sabbatical application by the employee.^[CP5]

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

91 (e) Terms of Sabbatical Program.

92 (1) ^[CP6]The employee must return to the University for at least one full academic
93 year following the academic year of participation in the program. If the employee fails to
94 return to the University for at least two consecutive semesters, fall and spring, (excluding
95 summer) in the academic year following participation in the program, all salary and fringe

96 benefits received during his/her participation in the program must be repaid to the University
97 within 30 days of resignation or job abandonment. If the employee makes little to no effort to
98 complete the project described in the application, the employee shall receive an
99 "Unsatisfactory" overall annual evaluation and will be ineligible to apply for a sabbatical for
100 ten years.

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

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

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

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

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

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

129 (8) While on leave, an employee must disclose ~~CR9~~ and ~~CP10~~ shall be permitted to
130 receive funds for travel and living expenses, and other sabbatical-related expenses, from
131 sources other than the University, such as fellowships, grants-in-aid, and contracts and
132 grants, to assist in accomplishing the purposes of the sabbatical. Receipt of funds for such
133 purposes shall not result in reduction of the employee's University salary. Grants for such
134 financial assistance from other sources may, but need not, be administered through the
135 University. If financial assistance is received in the form of salary, the University salary may
136 be reduced by the amount necessary to bring the total income of the sabbatical period to a
137 level equal to the employee's current year salary rate. Employment unrelated to the purpose
138 of the sabbatical leave is governed by the provisions of the Conflict of Interest or
139 Commitment/Outside Activity Article.

141 **22.2 Professional Development Leave (PDL).**

142 (a) Policy. Professional development leaves are granted to increase an employee's
143 value to the University through opportunities for research, writing, professional renewal,

144 further education, or other experiences of professional value. ~~While such leaves may be~~
145 ~~provided in relation to an employee's years of service, they are not primarily~~ a reward for
146 service longevity^[CP11].

147 (b) ~~Types of~~ Professional Development Leave Availability. Each year, the University will
148 make available at least one professional development leave ~~either~~ at full pay for one
149 semester or term^[CP12] ~~or at three-fourths pay for one academic year~~, for each thirty^[CP13]
150 sixty employees who are not tenured or tenure-earning, ~~subject to the conditions set forth~~
151 ~~below~~.

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

156 (1) ~~Employees Non-tenured, non-tenure-earning employees with who have~~
157 completed five or more academic years of full-time, continuous non-OPS service with UCF
158 shall be eligible to apply for professional development leaves, ~~except those employees who~~
159 ~~are serving in tenure-earning or tenured positions.~~

160 (a) First-time applicants. Employees who begin their employment in a spring
161 semester or during the summer must work at least five full academic years (i.e., a fall
162 semester followed by a spring semester) before they are eligible to submit a sabbatical
163 application. Full-time non-tenured, non-tenure-earning employees shall be eligible to apply
164 for another PDL after completing the fifth year of continuous service at UCF. As an
165 example, an employee hired in Fall 2025, Spring 2026, or Summer 2026 (summer term for
166 12-month employees only) may apply in the 2030-2031 academic year for a PDL to take
167 place in the 2031-32 academic year.

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

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

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

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

181 (d) Application and Selection.

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

186 (2^[CP14]) Each application shall include a two-page statement describing the
187 program and activities to be followed while on professional development leave; the
188 expected increase in value of the employee to the University and unit; specific results
189 anticipated from the leave; any anticipated supplementary income; and a statement that the
190 applicant agrees to comply with the conditions of the professional development leave
191 program. PDL proposals must articulate how the planned activity relates to and serves the
192 mission and goals for the department/unit and college. ^[CP15]

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

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

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

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

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

206 a. Those applications that are not deemed worthy of a PDL shall not be ranked
207 by the committee. [CP16]

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

214 ~~(9)~~ Absent a legitimate business reason other than staffing or fiscal
215 considerations, the University's representative shall make professional development leave
216 appointments from the ranked [CP17] list and consult with the committee prior to an
217 appointment that does not follow the committee's list. In the event that the University's
218 representative decides not to offer a professional development leave appointment to an
219 employee on the list, he or she shall consult with the affected employee.

220 ~~(10)~~ No more than one employee for each fifteen-twenty-five [CP18] employees in
221 each department, college, or unit need be granted professional development leave for the
222 same semester.

223 ~~(11)~~ Leaves shall be granted contingent upon the availability of staff and
224 unit funds. If staffing or fiscal considerations preclude a professional development leave
225 from being granted, the employee shall be provided the professional development leave the
226 following year, or at a later time as agreed to by the employee and the college/unit. The
227 postponement of a PDL by the university does not result in any postponement of a
228 subsequent PDL application by the employee. ~~The period of postponement shall be credited~~
229 ~~for eligibility for a subsequent professional development leave.~~

230 (e) Terms of Professional Development Leave.

231 (1) The employee must return to University employment for at least one full
232 academic year following the conclusion participation of such leave in that program. If the
233 employee fails to return to the University for at least two consecutive semesters, fall and
234 spring, in the academic year following participation in the program, all salary and fringe
235 benefits received during his/her participation in the program must be repaid to the University
236 within 30 days of resignation or job abandonment. [CP19]

237 (2) [CP20] If there are circumstances that arise where the employee wishes or
238 needs to request to change the terms of the PDL from what was proposed, any revisions to
239 the proposal must be documented in writing and submitted to the employee's supervisor as
240 soon as practicable. The supervisor and dean [CP21] must approve the revised PDL proposal
241 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~~ [CP22] shall reimburse the University for all salary and fringe benefits received during such leave within 30 days following the scheduled completion of the leave.

~~(44) 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 professional development leave. Their evaluation shall be based on their accomplishments made in light of their professional development leave proposal and ensuing circumstances for the portion of time assigned for the professional development leave and on the department or unit's Annual Evaluation Standards & Procedures for the portion of time assigned for their regular duties. The overall evaluation shall be weighted between time on and not on professional development leave.~~ [CR23] [CP24]

~~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.~~

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

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

~~(409) While on leave, an employee must disclose and~~ [CP25] 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.

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292 **22.3 Other Study Leave.**

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

296 (b) Job-Related. An employee ~~shall be permitted~~may request ^[CP26] to attend up to six
297 credits of course work per semester during work, provided that the:

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

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

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

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

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