

1 **ARTICLE 22**^[CP1]

2 **SABBATICALS**^[CP2] **AND PROFESSIONAL DEVELOPMENT PROGRAMS**

3

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 who begin their employment in a spring semester or during the~~
37 ~~summer must work at least five full academic years (i.e., a fall semester followed by a~~
38 ~~spring semester) or the equivalent following the first (spring) semester employed before~~
39 ~~they are eligible to submit a sabbatical application.~~^[CP3]

40 (4) Full-time employees shall be eligible to apply for ~~their next~~another sabbatical
41 during the fifth year of continuous service at UCF after the end of the academic year during
42 which the previous sabbatical, professional development leave, or administrative
43 professional development leave was taken. (For example, a tenured employee who takes a
44 sabbatical in the 2023-24 academic year and is continuously employed may submit another
45 sabbatical application in the 2029-30 academic year for a sabbatical that would take place
46 in the 2030-31 academic year.)^[CR4]

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.

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

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

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

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

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

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

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

88 (e) Terms of Sabbatical Program.

89 (1) The employee must return to the University for at least one full academic year
90 following participation in the program. If the employee fails to return to the University for at
91 least two consecutive semesters, fall and spring, in the year following participation in the
92 program, all salary and fringe benefits received during his/her participation in the program
93 must be repaid to the University within 30 days of resignation or job abandonment. If the
94 employee makes little to no effort to complete the project described in the application, the

95 employee shall receive an “Unsatisfactory” overall annual evaluation and will be ineligible to
 96 apply for a sabbatical for ten years.^[CP6]

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

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

107 (4) ~~An annual evaluation shall be conducted for each employee whose assignment~~
 108 ~~included a sabbatical. The overall evaluation shall be weighted between time on sabbatical~~
 109 ~~and time on regular duties. Their time on sabbatical shall be evaluated based on their~~
 110 ~~accomplishments made in light of their sabbatical proposal and ensuing circumstances.~~
 111 ~~Their time on regular duties, if any, shall be evaluated based on the department or unit’s~~
 112 ~~Annual Evaluation Standards & Procedures^[CP7]. Annual evaluations shall be conducted for~~
 113 ~~employees who have been granted sabbaticals. Evaluation of the sabbatical shall be based~~
 114 ~~not only on the department or unit’s Annual Evaluation Standards & Procedures, rather but~~
 115 ~~also on accomplishments made in light of the sabbatical proposal and ensuing~~
 116 ~~circumstances. The overall evaluation shall be weighted between time on and not on~~
 117 ~~sabbatical.~~

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

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

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

125 (8) While on leave, an employee ~~must disclose and~~^{[CP8][CR9]} shall be permitted to
 126 receive funds for travel and living expenses, and other sabbatical-related expenses, from
 127 sources other than the University, such as fellowships, grants-in-aid, and contracts and
 128 grants, to assist in accomplishing the purposes of the sabbatical. Receipt of funds for such
 129 purposes shall not result in reduction of the employee's University salary. Grants for such
 130 financial assistance from other sources may, but need not, be administered through the
 131 University. If financial assistance is received in the form of salary, the University salary may
 132 be reduced by the amount necessary to bring the total income of the sabbatical period to a
 133 level equal to the employee's current year salary rate. Employment unrelated to the purpose
 134 of the sabbatical leave is governed by the provisions of the Conflict of Interest or
 135 Commitment/Outside Activity Article.

137 **22.2 Professional Development Leave (PDL).**

138 (a) Policy. Professional development leaves are granted to increase an employee's
 139 value to the University through opportunities for research, writing, professional renewal,
 140 further education, or other experiences of professional value. Leaves are not a reward for
 141 service^[CR10] longevity^{[CP11][CR12]}.

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

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

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

154 (a) First-time applicants. Employees who begin their employment in a spring
155 semester or during the summer must work at least five full academic years (i.e., a fall
156 semester followed by a spring semester) or the equivalent before they are eligible to submit
157 a PDL application. Full-time non-tenured, non-tenure earning employees shall be eligible to
158 apply for another PDL after completing the fifth year of continuous service at UCF. As an
159 example, an employee hired in Fall 2025, Spring 2026, or Summer 2026 (summer term for
160 12-month employees only) may apply in the 2030-2031 academic year for a PDL to take
161 place in the 2031-32 academic year. [CP14]

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

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

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

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

175 (d) Application and Selection.

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

178 (2) Each application shall include a two-page statement describing the program and
179 activities to be followed while on professional development leave; the expected increase in
180 value of the employee to the University and unit; specific results anticipated from the leave;
181 any anticipated supplementary income; and a statement that the applicant agrees to comply
182 with the conditions of the professional development leave program. PDL proposals must
183 articulate how the planned activity relates to and serves the mission and goals for the
184 department/unit and college. [CP15] [CR16]

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

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

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

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

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

198 ~~a. Those applications that are not deemed worthy of a PDL shall not be ranked~~
199 ~~by the committee.~~^[CP17] Only those applications that are deemed worthy of a PDL shall be
200 ranked and submitted to the University's representative.^[CR18]

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

207 ~~(98)~~ Absent a legitimate business reason other than staffing or fiscal
208 considerations, the University's representative shall make professional development leave
209 appointments from the ranked^[CP19] list and consult with the committee prior to an
210 appointment that does not follow the committee's list. In the event that the University's
211 representative decides not to offer a professional development leave appointment to an
212 employee on the list, he or she shall consult with the affected employee.

213 ~~(409)~~ No more than one employee for each fifteen employees in each department,
214 college, or unit need be granted professional development leave for the same semester.

215 ~~(410)~~ Leaves shall be granted contingent upon the availability of staff and
216 unit funds. If staffing or fiscal considerations preclude a professional development leave
217 from being granted, the employee shall be provided the professional development leave the
218 following year, or at a later time as agreed to by the employee and the college/unit. The
219 postponement of a PDL by the university does not result in any postponement of a
220 subsequent PDL application by the employee.~~The period of postponement shall be credited~~
221 ~~for eligibility for a subsequent professional development leave.~~

222 (e) Terms of Professional Development Leave.

223 (1) The employee must return to University employment for at least one full
224 academic year following the conclusion participation of such leave in that program. ~~If the~~
225 ~~employee fails to return to the University for at least two consecutive semesters, fall and~~
226 ~~spring, in the academic year following participation in the program, all salary and fringe~~
227 ~~benefits received during his/her participation in the program must be repaid to the University~~
228 ~~within 30 days of resignation or job abandonment.~~ ^[CP20]

229 ~~(2)~~^[CP21] If there are circumstances that arise where the employee wishes or
230 needs to request to change the terms of the PDL from what was proposed, any revisions to
231 the proposal must be documented in writing and submitted to the employee's supervisor as
232 soon as practicable. The supervisor and dean ^[CP22] must approve the revised PDL proposal
233 before the work may proceed. ~~An employee who fails to return to the University for at least~~
234 ~~one year following professional development leave must return all salary and fringe benefits~~
235 ~~received during his/her professional development leave to the University within 30 days of~~
236 ~~resignation or job abandonment.~~

237 (3) An employee who fails to spend the time as stated in the application or revision
238 as approved by the supervisor and dean ^[CP23] shall reimburse the University for all salary

239 and fringe benefits received during such leave within 30 days following the scheduled
240 completion of the leave.

241
242 (4) Within thirty days after the ~~beginning end~~ of the ~~spring~~-semester ~~or term when~~
243 ~~the PDL concludes, (for a fall-only professional development leave) or when annual reports~~
244 ~~are due (for a spring-only or fall/spring professional development leave),~~ the employee must
245 provide a brief written report to his or her department or unit that relates accomplishments
246 during the professional development leave to the proposal submitted for that leave.

247 (5) ~~An annual evaluation shall be conducted for each employee whose assignment~~
248 ~~included a PDL. The overall evaluation shall be weighted between time on PDL and time on~~
249 ~~regular duties. Their time on PDL shall be evaluated based on their accomplishments made~~
250 ~~in light of their PDL proposal and ensuing circumstances. Their time on regular duties, if~~
251 ~~any, shall be evaluated based on the department or unit's Annual Evaluation Standards &~~
252 ~~Procedures.]CP24]~~

253 ~~Annual evaluations shall be conducted for employees who have been granted~~
254 ~~professional development leaves. Evaluation of the professional development leave shall be~~
255 ~~based not only on the unit Annual Evaluation Standards & Procedures, rather but also on~~
256 ~~accomplishments made in light of the professional development leave proposal and ensuing~~
257 ~~circumstances. The overall evaluation shall be weighted between time on and not on~~
258 ~~professional development leave.~~

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

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

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

268 (9) Eligible employees on a professional development leave shall continue to
269 accrue leave on a full-time basis.

270 (10) While on leave, an employee ~~must disclose and]CP25][CR26]~~ shall be permitted
271 to receive funds for travel and living expenses, and other professional development leave-
272 related expenses, from sources other than the University, such as fellowships, grants-in-aid,
273 and contracts and grants, to assist in accomplishing the purposes of the professional
274 development leave. Receipt of funds for such purposes shall not result in reduction of the
275 employee's University salary. Grants for such financial assistance from other sources may,
276 but need not, be administered through the University. If financial assistance is received in
277 the form of salary, the University salary may be reduced by the amount necessary to bring
278 the total income of the professional development leave period to a level comparable to the
279 employee's current year salary rate. Employment unrelated to the purpose of the
280 professional development leave is governed by the provisions of the Conflict of Interest or
281 Commitment/Outside Activity Article.

282 283 **22.3 Other Study Leave.**

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

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

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

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

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

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

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