

## ARTICLE 22

### 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]~~<sup>[CP1]</sup> 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)~~<sup>[CP2]</sup> 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)~~<sup>[CP3]</sup> 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)~~<sup>[CP4]</sup> 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)~~<sup>[CP5]</sup> 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.<sup>[YP6]</sup>

~~(4)~~<sup>[CP7]</sup> 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

48 application in the 2029-30 academic year for a sabbatical that would take place in the 2030-  
49 31 academic year.)

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

52 ~~(3)[CP8] An employee who is compensated through a contract or grant may receive a~~  
53 ~~sabbatical only if the contract or grant allows a sabbatical and the employee meets all other~~  
54 ~~eligibility requirements.~~

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

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

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

61 (2) ~~These employees shall be grouped together for purposes of calculating the number~~  
62 ~~of available sabbaticals and for purposes of ranking employees' applications. Sabbatical~~  
63 ~~applications for these employees shall be reviewed and ranked by the University Research~~  
64 ~~Council, whose rankings shall be finally reviewed by the University's representative. In all~~  
65 ~~other respects, the application and selection process for these employees shall follow the~~  
66 ~~provisions of this Article.~~~~[CP9]~~

67 (e) Application and Selection.

68 (1) Applications for sabbaticals shall be submitted ~~[CP10]~~in accordance with college  
69 ~~procedures~~deadlines.

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

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

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

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

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

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

88 ~~a[CP11]. These applications that are not deemed worthy of a sabbatical shall~~  
89 ~~not be ranked by the committee.~~

90 ~~b[CP12].~~

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

96 (98) Absent a legitimate business reason other than staffing or fiscal  
97 considerations, the dean or dean's representative shall make sabbatical appointments from  
98 the ranked<sup>[CP13]</sup> list and consult with the committee prior to an appointment that does not  
99 follow the committee's list. In the event that the dean or dean's representative decides not  
100 to make a sabbatical appointment to an employee on the list, ~~he or she~~<sup>they</sup> shall consult  
101 with the affected employee. If staffing or fiscal considerations preclude a sabbatical from  
102 being granted, the employee shall be provided the sabbatical the following year, or at a later  
103 time as agreed to by the employee and the college. ~~The period of postponement shall be~~  
104 ~~credited for eligibility for a subsequent sabbatical.~~ The postponement of a sabbatical by the  
105 university does not result in any postponement of a subsequent sabbatical application by  
106 the employee<sup>[CP14]</sup>.

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

112 (fe) Terms of Sabbatical Program.

113 (1)<sup>[CP15]</sup> The employee must return to the University for at least one full  
114 academic year following the academic year of participation in the program. If the employee  
115 fails to return to the University for at least two consecutive semesters, fall and spring,  
116 ~~(excluding summer)~~ in the academic year following participation in the program, all salary  
117 and fringe benefits received during his/her participation in the program must be repaid to the  
118 University within 30 days of resignation or job abandonment. If the employee makes little to  
119 no effort to complete the project described in the application, the employee shall receive an  
120 "Unsatisfactory" overall annual evaluation and will be ineligible to apply for a sabbatical for  
121 ten years.

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

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

132 (34) Annual evaluations shall be conducted for employees who have been granted  
133 sabbaticals. Evaluation of the sabbatical shall be based not only on the department or unit's  
134 Annual Evaluation Standards & Procedures, rather but also on accomplishments made in  
135 light of the sabbatical proposal and ensuing circumstances. The overall evaluation shall be  
136 weighted between time on and not on sabbatical.<sup>[TR16]</sup>

137 ~~(4)<sup>[CP17]</sup> Employees shall be eligible to apply for another sabbatical after six~~  
138 ~~years of continuous service at UCF are completed following the end date of the previous~~  
139 ~~sabbatical.~~

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

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

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

147 (8) While on leave, an employee ~~must~~<sup>[YP18]</sup> ~~disclose and~~ <sup>[CP19]</sup> shall be permitted to  
148 receive funds for travel and living expenses, and other sabbatical-related expenses, from  
149 sources other than the University, such as fellowships, grants-in-aid, and contracts and  
150 grants, to assist in accomplishing the purposes of the sabbatical. Receipt of funds for such  
151 purposes shall not result in reduction of the employee's University salary. Grants for such  
152 financial assistance from other sources may, but need not, be administered through the  
153 University. If financial assistance is received in the form of salary, the University salary may  
154 be reduced by the amount necessary to bring the total income of the sabbatical period to a  
155 level equal to the employee's current year salary rate. Employment unrelated to the purpose  
156 of the sabbatical leave is governed by the provisions of the Conflict of Interest or  
157 Commitment/Outside Activity Article.

## 158 **22.2 Professional Development Leave (PDL).**

159 (a)<sup>[CP20]</sup> Policy. Professional development leaves are granted to increase an  
160 employee's value to the University through opportunities for research, writing, professional  
161 renewal, further education, or other experiences of professional value. ~~While such L~~  
162 ~~may be provided in relation to an employee's years of service, they~~ are not primarily a  
163 reward for service longevity. Application window shall open during the first Monday of  
164 October, and remain open through last Friday in November. Application could be extended  
165 on mutual agreement between UFF and the University<sup>[TR21]</sup>.

166 (b) Types of Professional Development Leave. Each year, the University will make  
167 available at least one professional development leave either at full pay for one semester or  
168 term <sup>[CP22]</sup> or at three-fourths pay for one academic year, for each thirty<sup>[CP23]</sup> employees who  
169 are not tenured or tenure-earning, subject to the conditions set forth below.

170 (c) Eligibility for Professional Development Leave. ~~Tenure-earning faculty are not~~  
171 ~~eligible to apply for PDLs. Tenured employees should apply for sabbaticals in accordance~~  
172 ~~with Section 22.1 of this agreement. Only 12-month employees~~ <sup>[CP24]</sup> ~~may apply for a leave~~  
173 ~~during the summer term.~~

174 (1) ~~Employees-Non-tenured, non-tenure-earning employees with who have~~  
175 ~~completed six five~~ or more years of full-time, continuous non-OPS service with UCF shall be  
176 eligible to apply for professional development leaves, ~~except~~<sup>[CP25]</sup> ~~those employees who are~~  
177 ~~servicing in tenure-earning or tenured positions.~~

178 (a)<sup>[CP26]</sup> First-time applicants. Full-time non-tenured, non-tenure earning  
179 employees shall be eligible to apply for another PDL after completing the fifth year of  
180 continuous service at UCF. As an example, an employee hired in Fall 2025, Spring 2026, or  
181 Summer 2026 (summer term for 12-month employees only) may apply in the 2030-2031  
182 academic year for a PDL to take place in the 2031-32 academic year.

183 (b)<sup>[CP27]</sup> Post-PDL applicants. Full-time non-tenured, non-tenure earning  
184 employees shall be eligible to apply for another PDL during the fifth year of continuous  
185 service at UCF after the end of the academic year during which the previous PDL was  
186 taken. As an example, an employee whose PDL ended either August 7, 2024, December  
187 22, 2024, or May 7, 2025 would be eligible to apply during the 2030-2031 PDL application  
188 period for a PDL to take place in the 2031-2032 academic year.

189 (2) No paid or unpaid family and medical, parental, administrative, military, or other  
190 authorized leave(s) shall be considered a break in continuous employment.  
191

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

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

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

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

202 (2)<sup>[CP28]</sup> Each application shall include a two-page statement describing the  
203 program and activities to be followed while on professional development leave; the  
204 expected increase in value of the employee to the University and unit; specific results  
205 anticipated from the leave; any anticipated supplementary income; and a statement that the  
206 applicant agrees to comply with the conditions of the professional development leave  
207 program. PDL<sup>[YP29]</sup> proposals must articulate how the planned activity relates to and serves  
208 the mission and goals for the department/unit and college.

209 (3)<sup>[CP30]</sup> The<sup>[YP31]</sup> employee's immediate supervisor and his or her<sup>their</sup> dean,  
210 director, or unit head shall be given a copy of the application by the applicant when it is  
211 submitted for review by the University Professional Development Leaves committee.

212 (4)<sup>[CP32]</sup> A University Professional Development Leaves committee of at least  
213 five members shall be elected by and from the employees eligible for professional  
214 development leave.

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

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

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

222 a<sup>[CP33]</sup>. Those applications that are not deemed worthy of a PDL shall not be  
223 ranked by the committee.

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

230 (9) Absent a legitimate business reason other than staffing or fiscal  
231 considerations, the University's representative shall make professional development leave  
232 appointments from the ranked<sup>[CP34]</sup> list and consult with the committee prior to an  
233 appointment that does not follow the committee's list. In the event that the University's  
234 representative decides not to offer a professional development leave appointment to an  
235 employee on the list, he or she shall consult with the affected employee.

236 (10) No more than one employee for each fifteen twenty-five <sup>[CP35]</sup> employees  
237 <sup>[TR36]</sup> in each department, college, or unit need be granted professional development leave  
238 for the same semester.

239 (11) 10 Leaves shall be granted contingent upon the availability of staff and  
240 unit funds. If staffing or fiscal considerations preclude a professional development leave

241 from being granted, the employee shall be provided the professional development leave the  
242 following year, or at a later time as agreed to by the employee and the college/unit. The  
243 postponement of a PDL by the university does not result in any postponement of a  
244 subsequent PDL application by the employee.~~The period of postponement shall be credited~~  
245 ~~for eligibility for a subsequent professional development leave.~~<sup>[CP37]</sup>

246 (e) Terms of Professional Development Leave.

247 (1)<sup>[CP38]</sup> The employee must return to University employment for at least one  
248 full academic year following the conclusion academic year of participation of such leave in  
249 that program.~~If the employee fails to return to the University for at least two consecutive~~  
250 ~~semesters, fall and spring, in the academic year following participation in the program, all~~  
251 ~~salary and fringe benefits received during his/her participation in the program must be~~  
252 ~~repaid to the University within 30 days of resignation or job abandonment.~~

253 (2)<sup>[CP39]</sup> If there are circumstances that arise where the employee wishes or  
254 needs to request to change the terms of the PDL from what was proposed, any revisions to  
255 the proposal must be documented in writing and submitted to the employee's supervisor as  
256 soon as practicable. The supervisor and dean must approve the revised PDL proposal  
257 before the work may proceed.~~An~~<sup>[CP40]</sup>~~employee who fails to return to the University for at~~  
258 ~~least one year following professional development leave must return all salary and fringe~~  
259 ~~benefits received during his/her professional development leave to the University within 30~~  
260 ~~days of resignation or job abandonment.~~

261 (3)<sup>[CP41]</sup> An employee who fails to spend the time as stated in the application or  
262 revision as approved by the supervisor and dean shall reimburse the University for all salary  
263 and fringe benefits received during such leave within 30 days following the scheduled  
264 completion of the leave.

265 (4)<sup>[CP42]</sup> Within thirty days after the beginning-end of the spring-semester or  
266 term when the PDL concludes, ~~(for a fall-only professional development leave) or when~~  
267 ~~annual reports are due (for a spring-only or fall/spring professional development leave),~~ the  
268 employee must provide a brief written report to his or her department or unit that relates  
269 accomplishments during the professional development leave to the proposal submitted for  
270 that leave.

271 (5) Annual evaluations shall be conducted for employees who have been granted  
272 professional development leaves. Evaluation of the professional development leave shall be  
273 based not only on the unit Annual Evaluation Standards & Procedures, rather-but also on  
274 accomplishments made in light of the professional development leave proposal and ensuing  
275 circumstances. The overall evaluation shall be weighted between time on and not on  
276 professional development leave.<sup>[TR43]</sup>

277 (6) ~~Employees~~<sup>[CP44]</sup> ~~shall be eligible to apply for another professional development~~  
278 ~~leave after six years of continuous service at UCF are completed following the end date of~~  
279 ~~the previous professional development leave.~~

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

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

286 (9) Eligible employees on a professional development leave shall continue to  
287 accrue leave on a full-time basis.  
288

289           ~~(109)~~<sup>[CP45]</sup> While on leave, an employee ~~must disclose and~~ shall be permitted to  
290 receive funds for travel and living expenses, and other professional development leave-  
291 related expenses, from sources other than the University, such as fellowships, grants-in-aid,  
292 and contracts and grants, to assist in accomplishing the purposes of the professional  
293 development leave. Receipt of funds for such purposes shall not result in reduction of the  
294 employee's University salary. Grants for such financial assistance from other sources may,  
295 but need not, be administered through the University. If financial assistance is received in  
296 the form of salary, the University salary may be reduced by the amount necessary to bring  
297 the total income of the professional development leave period to a level comparable to the  
298 employee's current year salary rate. Employment unrelated to the purpose of the  
299 professional development leave is governed by the provisions of the Conflict of Interest or  
300 Commitment/Outside Activity Article.  
301

### 302 **22.3 Other Study Leave.**

303           (a) Job-Required. An employee required to take academic course work as part of  
304 assigned duties shall not be required to charge time spent attending classes during the  
305 ~~work-day~~<sup>workday</sup> to accrued leave.

306           (b) Job-Related. An employee shall be permitted ~~may request~~<sup>[CP46]</sup> to attend up to six  
307 credits of course work per semester during work, provided that the:

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

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

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

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

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