

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][CP1][TR2]~~ 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)[CP3][TR4])~~ 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)[CP5][TR6])~~ 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)[CP7][TR8])~~ 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)[CP9][TR10])~~ 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.~~[YP11]~~

~~(4)[CP12])~~ Full-time employees shall be eligible to apply for anothertheir next 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

48 employed may submit another sabbatical application in the 2029-30 academic year for a
 49 sabbatical that would take place in the 2030-31 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) [CP13][TR14]—An employee who is compensated through a contract or grant may~~
 53 ~~receive a sabbatical only if the contract or grant allows a sabbatical and the employee~~
 54 ~~meets all other 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.~~ [CP15][TR16]

67 (e) Application and Selection.

68 (1) Applications for sabbaticals shall be submitted [CP17][TR18] in accordance with
 69 college ~~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. [TR19]

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 Only those
 86 [TR20] applications that are deemed worthy of a sabbatical shall be ranked and submitted to
 87 the dean or dean’s representative.

88 ~~_____ a [CP21][TR22]. _____ These applications that are not deemed worthy of a sabbatical~~
 89 ~~shall not be ranked by the committee.~~

90 ~~_____ b [CP23]. _____~~

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^[CP24] 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~~^{they} 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^[CP25]^[TR26].

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)^[CP27]^[TR28] 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^[TR29] must approve the revised sabbatical
126 proposal 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 part of the academic year shall be based not only
134 on the department or unit's Annual Evaluation Standards & Procedures, rather but also on
135 accomplishments made in light of the sabbatical proposal and ensuing circumstances. The
136 overall evaluation shall be weighted between time on and not on sabbatical.^[TR30]

137 (4)^[CP31]^[TR32] ~~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~~^[YP33] ~~disclose and~~^[CP34] 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)^{[CP35][TR36]} 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^[TR37].

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^{[CP38][TR39]} or at three-fourths pay for one academic year, for each thirty^[CP40] employees
169 who 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^{[CP41][TR42]} may apply for a
173 leave 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~~^[CP43] ~~those employees who are~~
177 ~~serving in tenure-earning or tenured positions.~~

178 (a)^{[CP44][TR45]} 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)^[CP46] Post-PDL applicants. Full-time non-tenured, non-tenure earning
184 employees shall be eligible to apply for another their next PDL during the fifth year of
185 continuous service at UCF after the end of the academic year during which the previous
186 PDL was taken. As an example, an employee whose PDL ended either August 7, 2024,
187 December 22, 2024, or May 7, 2025 would be eligible to apply during the 2030-2031 PDL
188 application 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)^[CP47] 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^[YP48] proposals must articulate how the planned activity relates to and serves
208 the mission and goals for the department/unit and college.

209 (3)^[CP49] The^[YP50] employee's immediate supervisor and his or her^{their} 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)^[CP51] 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^[CP52]. 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^[CP53] 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^[CP54] employees
237 [TR56] 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.~~^[CP57]

246 (e) Terms of Professional Development Leave.

247 (1)^[CP58] 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)^[CP59] 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~~^[CP60] ~~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)^[CP61] 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)^[CP62] 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.

272 (5) Annual evaluations shall be conducted for employees who have been granted
273 professional development leaves. Evaluation of the professional development leave shall be
274 based not only on the unit Annual Evaluation Standards & Procedures, rather-but also on
275 accomplishments made in light of the professional development leave proposal and ensuing
276 circumstances. The overall evaluation shall be weighted between time on and not on
277 professional development leave.^[TR63]

278 (6) ~~Employees~~^[CP64] ~~shall be eligible to apply for another professional development~~
279 ~~leave after six years of continuous service at UCF are completed following the end date of~~
280 ~~the previous professional development leave.~~

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

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

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

289 ~~(409)~~^[CP65] 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~~^{workday} to accrued leave.

306 (b) Job-Related. An employee shall be permitted ~~may request~~^[CP66] 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.