

1 ARTICLE 22

2 **SABBATICALS AND ASSIGNED 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 ~~sabbaticals~~ ~~such leaves~~ may be provided in
8 relation to an 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 must work at least five full academic years (i.e., a fall semester
37 followed by a spring semester) or the equivalent before they are eligible to submit a
38 sabbatical application.

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

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

Commented [CP1]: There has been some confusion over the term "leaves" – a sabbatical is typically a 100% research assignment; it is not a leave from work, but an assignment not for instruction or service.

This logic is applied to the rest of the document.

Commented [CP2]: The example in (c)(2) above is correct, however, it begins after the 6th year, not the 5th.

This logic is applied to the rest of the document.

Commented [CR3]: This is one of a very few examples in this article where "leave" refers to a period during which there is no expectation that assigned duties are attended to.

48 (6) Employees shall be notified annually regarding eligibility requirements and
49 application deadlines.

50 (d) Application and Selection.

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

53 (2) Each application shall include a two-page statement describing the program and
54 activities to be followed while on sabbatical; the expected increase in value of the employee
55 to the University, the college and the employee's academic discipline; specific results
56 anticipated from the ~~proposed sabbatical leave~~; any anticipated supplementary income; and
57 a statement that the applicant agrees to comply with the conditions of the sabbatical
58 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 ~~a sabbatical~~ ~~the leave~~ are not
64 eligible to serve 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 list
76 and consult with the committee prior to an appointment that does not follow the committee's
77 list. In the event that the dean or dean's representative decides not to make a sabbatical
78 appointment to an employee on the list, they shall consult with the affected employee. If
79 staffing or fiscal considerations preclude a sabbatical from being granted, the employee
80 shall be provided the sabbatical the following year, or at a later time as agreed to by the
81 employee and the college. The postponement of a sabbatical by the university does not
82 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 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.

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 ~~therefor 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.

113 (5) University contributions normally made to retirement and Social Security
114 programs shall be continued during the sabbatical ~~period leave~~ on a basis proportional to the
115 salary received.

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

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

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

131
132 **22.2 Assigned Professional Development Responsibilities ~~Leave~~ (APDR ~~PDL~~)**
133 **Program.**

134 (a) Policy. ~~APDRs Professional development leaves~~ are granted to increase an
135 employee's value to the University through opportunities for research, writing, professional
136 renewal, further education, or other experiences of professional value. ~~APDRs Leaves~~ are
137 not a reward for service longevity.

138 (b) ~~APDR Professional Development Leave~~ Availability. Each year, the University will
139 make available at least one ~~APDR professional development leave either~~ at full pay for one
140 semester or term ~~or at three-fourths pay for one academic year,~~ for each thirty employees
141 who are not tenured or tenure-earning, subject to the conditions set forth below.

142 (c) Eligibility for ~~APDR Program Professional Development Leave~~. Tenure-earning
143 faculty are not eligible to apply for ~~APDRs PDLs~~. Tenured employees should apply for

Commented [CP4]: Since fully instructional faculty typically have about twice the teaching responsibilities as tenured faculty, a one semester APD covers that gap more equitably.

144 sabbaticals in accordance with Section 22.1 of this agreement. Only 12-month employees
145 may apply for an APDRa leave during the summer term.

146 (1) Non-tenured, non-tenure-earning employees who have completed five or more
147 academic years of full-time, continuous non-OPS service with UCF shall be eligible to apply
148 for the APDR program professional development leaves.

149 (a) First-time applicants. Employees must work at least five full academic years
150 (i.e., a fall semester followed by a spring semester) or the equivalent before they are eligible
151 to submit an APDRa PDL application.

152 (b) Full-time non-tenured, non-tenure earning employees shall be eligible to
153 apply for their next APDRPDL during the sixth ~~fifth~~ year of continuous service at UCF after
154 the end of the academic year during which the previous APDRPDL was taken. As an
155 example, an employee whose APDRPDL ended either August 7, 2024, December 22, 2024,
156 or May 7, 2025 would be eligible to apply during the 2030-2031 APDRPDL application
157 period for an APDRa PDL to take place in the 2031-2032 academic year.

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

160 (3) An employee who is compensated through a contract or grant may receive an
161 APDRa professional development leave only if the contract or grant allows participation
162 in~~for~~ such programs~~leaves~~ and the employee meets all other eligibility requirements.

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

165 (d) Application and Selection.

166 (1) Applications for an APDR professional development leave shall contain an
167 appropriate outline of the project or work to be accomplished during the proposed
168 APDR leave.

169 (2) Each application shall include a two-page statement describing the program and
170 activities to be followed while on APDR professional development leave; the expected
171 increase in value of the employee to the University and unit; specific results anticipated from
172 the proposed APDR leave; any anticipated supplementary income; and a statement that the
173 applicant agrees to comply with the conditions of the APDR professional development leave
174 program. APDRPDL proposals must articulate how the planned activity relates to and
175 serves the mission and goals for the department/unit and college.

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

179 (4) A University APDR Professional Development Leaves Ccommittee of at least five
180 members shall be elected by and from the employees eligible for professional development
181 leave.

182 (5) Employees who indicate they plan to apply for an APDR the PDL leave are not
183 eligible to serve on the committee.

184 (6) A committee chairperson shall be elected by and from the University Professional
185 Development Leaves APDR Ccommittee.

186 (7) The University committee shall review APDR professional development leave
187 applications and shall submit a ranked list of only recommended employees to the
188 University's representative.

189 a. Only those applications that are deemed worthy of an APDRa PDL shall be
190 ranked and submitted to the University's representative.

191 b. In ranking the applicants, committee members shall consider the merits of the
192 proposal; the benefits of the proposed program to the employee, the University, the

193 college/unit, and the job function of which the employee is a part; and length of service
194 since previous ~~APDR professional development leave~~. Committee members shall not
195 disadvantage an applicant due to the academic discipline, function, or profession of the
196 applicant.

197 (8) Absent a legitimate business reason other than staffing or fiscal considerations,
198 the University's representative shall ~~award APDRs make professional development leave~~
199 ~~appointments~~ from the ranked list and consult with the committee prior to an appointment
200 that does not follow the committee's list. In the event that the University's representative
201 decides not to offer ~~an APDR a professional development leave~~ appointment to an
202 employee on the list, he or she shall consult with the affected employee.

203 (9) No more than one employee for each fifteen employees in each department,
204 college, or unit need be granted ~~an APDR professional development leave~~ for the same
205 semester.

206 (10) ~~APDRs Leaves~~ shall be granted contingent upon the availability of staff and
207 unit funds. If staffing or fiscal considerations preclude ~~an APDR a professional development~~
208 ~~leave~~ from being granted, the employee shall be provided the ~~APDR professional~~
209 ~~development leave~~ the following year, or at a later time as agreed to by the employee and
210 the college/unit. The postponement of ~~an APDR a PDL~~ by the university does not result in
211 any postponement of a subsequent ~~APDR PDL~~ application by the employee.

212 (e) Terms of ~~APDR Program Professional Development Leave~~.

213 (1) The employee must return to University employment for at least one academic
214 year following participation in that program. If the employee fails to return to the University
215 for at least two consecutive semesters, fall and spring, in the year following participation in
216 the program, all salary and fringe benefits received during his/her participation in the
217 program must be repaid to the University within 30 days of resignation or job abandonment.
218 If the employee makes little to no effort to complete the project described in the application,
219 the employee shall receive an "Unsatisfactory" overall annual evaluation and will be
220 ineligible to apply for ~~an APDR a PDL~~ for ten years.

221 (2) If there are circumstances that arise where the employee wishes or needs to
222 request to change the terms of the ~~APDR PDL~~ from what was proposed, any revisions to the
223 proposal must be documented in writing and submitted to the employee's supervisor as
224 soon as practicable. The supervisor and dean must approve the revised ~~APDR PDL~~
225 proposal before the work may proceed.

226 (3) An employee who fails to spend the time as stated in the application or revision
227 as approved by the supervisor and dean shall reimburse the University for all salary and
228 fringe benefits received during ~~the APDR period such leave~~ within 30 days following the
229 scheduled completion of the ~~APDR leave~~.

230 (4) Within thirty days after the end of the semester or term following the conclusion
231 of the PDL, the employee must provide a brief written report to his or her department or unit
232 that relates accomplishments during the ~~APDR professional development~~ leave to the
233 proposal submitted for that ~~APDR leave~~.

234 (5) An annual evaluation shall be conducted for each employee whose assignment
235 included ~~an APDR a PDL~~. The overall evaluation shall be weighted between time on
236 ~~APDR PDL~~ and time on regular duties. Their time on ~~APDR PDL~~ shall be evaluated based on
237 their accomplishments made in light of their ~~APDR PDL~~ proposal and ensuing
238 circumstances. Their time on regular duties, if any, shall be evaluated based on the
239 department or unit's Annual Evaluation Standards & Procedures.

240 (6) University contributions normally made to retirement and Social Security
241 programs shall be continued during the ~~APDR period~~~~professional development leave~~ on a
242 basis proportional to the salary received.

243 (7) University contributions normally made to employee insurance programs and any
244 other employee benefit programs shall be continued during the ~~APDR period~~~~professional~~
245 ~~development leave~~.

246 (8) Eligible employees on an ~~APDR~~~~professional development leave~~ shall continue
247 to accrue leave on a full-time basis.

248 (9) While on ~~APDR~~leave, an employee must disclose and shall be permitted to
249 receive funds for travel and living expenses, and other ~~APDR~~~~professional development~~
250 ~~leave~~-related expenses, from sources other than the University, such as fellowships, grants-
251 in-aid, and contracts and grants, to assist in accomplishing the purposes of the
252 ~~APDR~~~~professional development leave~~. Receipt of funds for such purposes shall not result in
253 reduction of the employee's University salary. Grants for such financial assistance from
254 other sources may, but need not, be administered through the University. If financial
255 assistance is received in the form of salary, the University salary may be reduced by the
256 amount necessary to bring the total income of the ~~APDR~~~~professional development leave~~
257 period to a level comparable to the employee's current year salary rate. Employment
258 unrelated to the purpose of the ~~APDR professional development leave~~ is governed by the
259 provisions of the Conflict of Interest or Commitment/Outside Activity Article.

260 **22.3 Other Study Leave.**

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

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

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

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

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

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

273 (c) Retraining. The University may, at its discretion, provide opportunities for retraining
274 of employees when it is in the University's best interests. Such opportunities may be
275 provided to employees who are reassigned, have received notice of layoff, or in other
276 appropriate circumstances.
277