

1 **ARTICLE 22**

2 **SABBATICALS AND PROFESSIONAL DEVELOPMENT PROGRAM**

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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 may be provided in relation to an
8 employee's years of service, they are not primarily a reward for service longevity.

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 academic 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 2022-23 academic year, and is continuously
29 employed, may submit a sabbatical application during the 2027-28 academic year for a
30 sabbatical that would take place in the 2028-29 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 2022-23 academic year may be tenured at the start of the
34 2028-29 academic year and submit a sabbatical application in 2028-29. Their sabbatical
35 would take place in the 2029-30 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 and be tenured before they are eligible to
38 submit a sabbatical application.

39 (4) Full-time employees shall be eligible to apply for their next sabbatical during the
40 sixth year of continuous service at UCF after the end of the academic year during which the
41 previous sabbatical, professional development program appointment (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.

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 sabbatical; any anticipated supplementary income; and a statement
57 that the applicant agrees to comply with the conditions of the sabbatical program.

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

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

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

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

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

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

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

87 (e) Terms of Sabbatical Program.

88 (1) The employee must return to the University for at least one academic year
89 following participation in the program. If the employee fails to return to the University for at
90 least two consecutive semesters, fall and spring, in the academic year following
91 participation in the program, all salary and fringe benefits received during his/her
92 participation in the program must be repaid to the University within 30 days of resignation or
93 job abandonment. If the employee makes little to no effort to complete the project described
94 in the application, the employee shall receive an "Unsatisfactory" overall annual evaluation
95 and will be ineligible to apply for a sabbatical for ten years.

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

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

106 (4) An annual evaluation shall be conducted for each employee whose assignment
107 included a sabbatical. The overall evaluation shall be weighted between time on sabbatical
108 and time on regular duties. Their time on sabbatical shall be evaluated based on their
109 accomplishments made in light of their sabbatical proposal and ensuing circumstances.
110 Their time on regular duties, if any, shall be evaluated based on the department or unit's
111 Annual Evaluation Standards & Procedures.

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

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

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

119 (8) While on sabbatical, an employee must disclose and shall be permitted to
120 receive funds for travel and living expenses, and other sabbatical-related expenses, from
121 sources other than the University, such as fellowships, grants-in-aid, and contracts and
122 grants, to assist in accomplishing the purposes of the sabbatical. Receipt of funds for such
123 purposes shall not result in reduction of the employee's University salary. Grants for such
124 financial assistance from other sources may, but need not, be administered through the
125 University. If financial assistance is received in the form of salary, the University salary may
126 be reduced by the amount necessary to bring the total income of the sabbatical period to a
127 level equal to the employee's current year salary rate. Employment unrelated to the purpose
128 of the sabbatical is governed by the provisions of the Conflict of Interest or
129 Commitment/Outside Activity Article. No additional compensation from UCF E&G sources is
130 allowable.

131 22.2 Professional Development Program (PDP).

132 (a) Policy. Professional development program (PDP) appointments are granted to
133 increase an employee's value to the University through opportunities for research, writing,
134 professional renewal, further education, or other experiences of professional value. While
135 PDPs may be provided in relation to an employee's years of service, they are not primarily a
136 reward for service longevity.

137 (b) Professional Development Program Appointment Availability. Each year, the
138 University will make available at least one PDP at full pay for one semester or term for
139 each thirty employees who are not tenured or tenure-earning, subject to the conditions set
140 forth below.

141 (c) Eligibility for Professional Development Program Appointment. Tenured and tenure-
142 earning faculty are not eligible to apply for PDPs. Tenured employees should apply for
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144 sabbaticals in accordance with Section 22.1 of this agreement. Only 12-month employees
145 may apply for a PDP appointment 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 PDP appointments.

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 a PDP application.

152 (b) Full-time non-tenured, non-tenure earning employees shall be eligible to
153 apply for their next PDP during the sixth year of continuous service at UCF after the end of
154 the academic year during which the previous PDP was taken. As an example, an employee
155 whose PDP ended either August 7, 2024, December 22, 2024, or May 7, 2025 would be
156 eligible to apply during the 2030-2031 PDP application period for a PDP to take place in the
157 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 a
161 PDP appointment only if the contract or grant allows participation in such programs and the
162 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 a PDP appointment shall contain an appropriate outline of the
167 project or work to be accomplished during the proposed PDP appointment.

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

175 (3) The employee's immediate supervisor, e.g., the chair, and their dean, director, or
176 unit head shall be given a copy of the application by the applicant when it is submitted for
177 review by the University PDP Committee.

178 (4) A University PDP Committee of at least five members shall be elected by and
179 from the employees eligible for professional development leave.

180 (5) Employees who indicate they plan to apply for a PDP appointment are not
181 eligible to serve on the committee.

182 (6) A committee chairperson shall be elected by and from the University PDP
183 Committee.

184 (7) The University committee shall review PDP applications and shall submit a
185 ranked list of only recommended employees to the University's representative.

186 a. Only those applications that are deemed worthy of a PDP appointment shall
187 be ranked and submitted to the University's representative.

188 b. In ranking the applicants, committee members shall consider the merits of the
189 proposal; the benefits of the proposed program to the employee, the University, the
190 college/unit, and the job function of which the employee is a part; and length of service
191 since a previous PDP appointment. Committee members shall not disadvantage an
192 applicant due to the academic discipline, function, or profession of the applicant.

193 (8) Absent a legitimate business reason other than staffing or fiscal considerations,
194 the University's representative shall award PDP appointments from the ranked list and
195 consult with the committee prior to an appointment that does not follow the committee's list.
196 In the event that the University's representative decides not to offer a PDP appointment to
197 an employee on the list, he or she shall consult with the affected employee.

198 (9) No more than one employee for each fifteen employees in each department,
199 college, or unit need be granted a PDP appointment for the same semester.

200 (10) PDP appointments shall be granted contingent upon the availability of staff
201 and unit funds. If staffing or fiscal considerations preclude a PDP appointment from being
202 granted, the employee shall be provided the PDP appointment the following year, or at a
203 later time as agreed to by the employee and the college/unit. The postponement of a PDP
204 appointment by the university does not result in any postponement of a subsequent PDP
205 application by the employee.

206 (e) Terms of PDP Appointments.

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

215 (2) If there are circumstances that arise where the employee wishes or needs to
216 request to change the terms of the PDP appointment, including cancelation or
217 postponement, from what was proposed, any revisions to the proposal must be documented
218 in writing and submitted to the employee's supervisor as soon as practicable. The
219 supervisor and dean or unit leader must approve the revised PDP proposal before the work
220 may proceed.

221 (3) An employee who fails to spend the time as stated in the application or revision
222 as approved by the supervisor and dean shall reimburse the University for all salary and
223 fringe benefits received during the PDP period within 30 days following the scheduled
224 completion of the PDP appointment.

225 (4) Within thirty days after the end of the semester or term following the conclusion
226 of the PDP, the employee must provide a brief written report to his or her department or unit
227 that relates accomplishments during the PDP appointment to the proposal submitted for that
228 PDP appointment.

229 (5) An annual evaluation shall be conducted for each employee whose assignment
230 included a PDP appointment. The overall evaluation shall be weighted between time on
231 PDP appointment and time on regular duties. Their time on PDP appointment shall be
232 evaluated based on their accomplishments made in light of their PDP proposal and ensuing
233 circumstances. Their time on regular duties, if any, shall be evaluated based on the
234 department or unit's Annual Evaluation Standards & Procedures.

235 (6) University contributions normally made to retirement and Social Security
236 programs shall be continued during the PDP period on a basis proportional to the salary
237 received.

238 (7) University contributions normally made to employee insurance programs and any
239 other employee benefit programs shall be continued during the PDP period.

240 (8) Eligible employees on a PDP appointment shall continue to accrue leave on a
241 full-time basis.

242 (9) While on a PDP appointment, an employee must disclose and shall be permitted
243 to receive funds for travel and living expenses, and other PDP-related expenses, from
244 sources other than the University, such as fellowships, grants-in-aid, and contracts and
245 grants, to assist in accomplishing the purposes of the PDP appointment. Receipt of funds
246 for such purposes shall not result in reduction of the employee's University salary. Grants
247 for such financial assistance from other sources may, but need not, be administered
248 through the University. If financial assistance is received in the form of salary, the University
249 salary may be reduced by the amount necessary to bring the total income of the PDP period
250 to a level comparable to the employee's current year salary rate. Employment unrelated to
251 the purpose of the PDP appointment is governed by the provisions of the Conflict of Interest
252 or Commitment/Outside Activity Article. No additional compensation from UCF E&G
253 sources is allowable.

254 **22.3 Other Study Leave.**

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

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

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

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

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

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

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