

## 1 ARTICLE 22

With track changes from 2021-2024 CBA.

2 *SABBATICALS AND PROFESSIONAL DEVELOPMENT PROGRAMS*

## 3 22.1 Sabbaticals.

4 (a) Policy. Sabbaticals are granted to increase an employee's value to the University through  
5 opportunities for research, writing, professional renewal, further education or other experiences of  
6 professional value. While ~~sabbaticals~~such leaves may be provided in relation to an employee's years  
7 of service, they are not primarily a reward for service longevity.

## 8 (b) Types of Sabbaticals.

9 (1) Type I Sabbaticals: Each year, each college shall make available at least one Type I  
10 sabbatical, either at full pay for one semester [Type IA] or one at three-fourths pay for one academic  
11 year [Type IB], for each twenty tenured and tenure-earning employees, subject to the conditions of  
12 this Article. Standard rounding techniques shall be used to determine the total number of Type I  
13 sabbaticals to be made available in each college. (e.g., a college with 29 tenured or tenure-earning  
14 employees shall make one Type I sabbatical available. A college with 30 tenured or tenure-earning  
15 employees shall make two Type I sabbaticals available.) Colleges with fewer than twenty tenured and  
16 tenure-earning employees shall make available at least one such sabbatical every other academic  
17 year.

18 (2) Type II Sabbaticals: Each college shall make a Type II sabbatical available to each  
19 employee whose application has been ranked/recommended by the college committee but was not  
20 awarded a Type I sabbatical. This Type II sabbatical is a sabbatical for up to two semesters (i.e., up to  
21 one academic year) at half pay, subject to the conditions of this Article, and granted by the dean.

## 22 (c) Sabbatical Eligibility.

23 (1) Full-time tenured employees with at least five academic years of full-time continuous  
24 service at UCF shall be eligible to apply for a sabbatical that would take place in the following  
25 academic year. (For example, a full-time tenured employee who starts their employment at UCF at  
26 the beginning of the ~~2022-23~~2024-23 academic year, and is continuously employed, may submit a  
27 sabbatical application during the ~~2023-24~~2026-28 academic year for a sabbatical that would take place in  
28 the ~~2024-25~~2028-29 academic year).

29 (2) Applicants for sabbaticals must be tenured at the time their applications are submitted.  
30 (For example, a full-time tenure-earning employee who starts their employment at UCF at the  
31 beginning of the ~~2022-23~~2024-23 academic year may be tenured at the start of the ~~2023-24~~2028-29 academic  
32 year and submit a sabbatical application in ~~2024-25~~2028-29. Their sabbatical would take place in the  
33 ~~2025-26~~2029-30 academic year.)

34 (3) Employees must work at least five full academic years (i.e., a fall semester followed  
35 by a spring semester) or the equivalent and be tenured before they are eligible to submit a  
36 sabbatical application.

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

**Commented [UFF1]:** Most tracked changes have been previously proposed and are acceptable to the UFF team. The only additional proposed changes on lines 132, 169 and 189 (yellow highlight) appear uncontroversial.

43 that would take place in the 2030-31 academic year.)

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

46 (6) Employees shall be notified annually regarding eligibility requirements and  
47 application deadlines.

48 (d) Application and Selection.

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

50 (2) Each application shall include a two-page statement describing the program and activities  
51 to be followed while on sabbatical; the expected increase in value of the employee to the University,  
52 the college and the employee's academic discipline; specific results anticipated from the  
53 ~~sabbatical leave~~; any anticipated supplementary income; and a statement that the applicant agrees to  
54 comply with the conditions of the sabbatical program.

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

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

59 (5) Employees who indicate they plan to apply for ~~a sabbatical the leave~~ are not eligible to  
60 serve on the committee.

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

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

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

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

82 (e) Terms of Sabbatical Program.

83 (1) The employee must return to the University for at least one academic year following  
84 participation in the program. If the employee fails to return to the University for at least two  
85 consecutive semesters, fall and spring, in the academic year following participation in the program,

86 all salary and fringe benefits received during his/her participation in the program must be repaid to  
87 the University within 30 days of resignation or job abandonment. If the employee makes little to no  
88 effort to complete the project described in the application, the employee shall receive an  
89 “Unsatisfactory” overall annual evaluation and will be ineligible to apply for a sabbatical for ten  
90 years.

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

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

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

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

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

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

111 (8) While on sabbatical leave, an employee must disclose and shall be permitted to receive  
112 funds for travel and living expenses, and other sabbatical-related expenses, from sources other than  
113 the University, such as fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing  
114 the purposes of the sabbatical. Receipt of funds for such purposes shall not result in reduction of the  
115 employee’s University salary. Grants for such financial assistance from other sources may, but need  
116 not, be administered through the University. If financial assistance is received in the form of salary,  
117 the University salary may be reduced by the amount necessary to bring the total income of the  
118 sabbatical period to a level equal to the employee’s current year salary rate. Employment unrelated

119 to the purpose of the sabbatical leave is governed by the provisions of the Conflict of Interest or  
120 Commitment/Outside Activity Article. No additional compensation from UCF E&G sources is  
121 allowable.

122 22.2 Professional Development Leave Program (PDP).

123 (a) Policy. Professional development program (PDP) appointments leaves are granted to  
124 increase an employee’s value to the University through opportunities for research, writing,  
125 professional renewal, further education, or other experiences of professional value. While PDPs  
126 may be provided in relation to an employee’s years of service, they leaves are not primarily a  
127 reward for service longevity.

128 (b) Professional Development Program Appointment Leave Availability. Each year, the

129 University will make available at least one ~~PDP professional development leave~~ either at full pay for  
130 one semester or term or at three-fourths pay for one academic year, for each thirty employees who  
131 are not tenured or tenure-earning, subject to the conditions set forth below.

132 (c) Eligibility for Professional Development ~~Program Appointment Leave~~. Tenured ~~and tenure-~~  
133 earning faculty are not eligible to apply for ~~PDLPs~~. Tenured employees should apply for sabbaticals  
134 in accordance with Section 22.1 of this agreement. Only 12-month employees may apply for a ~~PDP~~  
135 ~~appointment leave~~ during the summer term.

136 (1) Non-tenured, non-tenure-earning employees who have completed five or more academic  
137 years of full-time, continuous non-OPS service with UCF shall be eligible to apply for ~~PDP~~  
138 ~~appointments professional development leaves~~.

139 (a) First-time applicants. Employees must work at least five full academic years (i.e.,  
140 a fall semester followed by a spring semester) or the equivalent before they are eligible to  
141 submit a ~~PDLP~~ application.

142 (b) Full-time non-tenured, non-tenure earning employees shall be eligible to apply for  
143 their next ~~PDLP~~ during the ~~fifth-sixth~~ year of continuous service at UCF after the end of the academic  
144 year during which the previous ~~PDLP~~ was taken. As an example, an employee whose ~~PDLP~~ ended  
145 either August 7, 2024, December 22, 2024, or May 7, 2025 would be eligible to apply during the  
146 2030--2031 ~~PDLP~~ application period for a ~~PDLP~~ to take place in the 2031-2032 academic year.

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

149 (3) An employee who is compensated through a contract or grant may receive a ~~PDP~~  
150 ~~appointment professional development leave~~ only if the contract or grant allows ~~participation in for-~~  
151 such ~~programs leaves~~ and the employee meets all other eligibility requirements.

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

154 (d) Application and Selection.

155 (1) Applications for a ~~PDP appointment professional development leave~~ shall contain an  
156 appropriate outline of the project or work to be accomplished during the ~~proposed PDP~~  
157 ~~appointment leave~~.

158 (2) Each application shall include a two-page statement describing the program and  
159 activities to be followed while on ~~the PDP appointment professional development leave~~; the expected  
160 increase in value of the employee to the University and unit; specific results anticipated from the  
161 ~~leave proposed PDP appointment~~; any anticipated supplementary income; and a statement that the  
162 applicant agrees to comply with the conditions of the ~~PDP professional development leave program~~.  
163 ~~PDLP~~ proposals must articulate how the planned activity relates to and serves the mission and goals  
164 for the department/unit and college.

165 (3) The employee's immediate supervisor, ~~e.g. the chair~~, and their dean, director, or unit  
166 head shall be given a copy of the application by the applicant when it is submitted for review by  
167 the University ~~PDP Professional Development Leaves C~~committee.

168 (4) A University ~~PDP Professional Development Leaves C~~committee of at least five members  
169 shall be elected by and from the employees eligible for ~~PDP appointment professional development~~  
170 ~~leave~~.

171 (5) Employees who indicate they plan to apply for a ~~PDP appointment the PDL leave~~ are not

172 eligible to serve on the committee.

173 (6) A committee chairperson shall be elected by and from the University  
174 ~~PDP Professional Development Leaves C~~committee.

175 (7) The University committee shall review ~~professional development leave PDP~~  
176 applications and shall submit a ranked list of only recommended employees to the University's  
177 representative.

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

180 b. In ranking the applicants, committee members shall consider the merits of the  
181 proposal; the benefits of the proposed program to the employee, the University, the college/unit, and  
182 the job function of which the employee is a part; and length of service since ~~a previous PDP~~  
183 ~~appointment professional development leave~~. Committee members shall not disadvantage an  
184 applicant due to the academic discipline, function, or profession of the applicant.

185 (8) Absent a legitimate business reason other than staffing or fiscal considerations, the  
186 University's representative shall ~~award PDP appointments make professional development leave-~~  
187 ~~appointments~~ from the ranked list and consult with the committee prior to an appointment that does  
188 not follow the committee's list. In the event that the University's representative decides not to offer a  
189 ~~PDP professional development leave~~ appointment to an employee on the list, ~~he or she they~~ shall  
190 consult with the affected employee.

191 (9) No more than one employee for each fifteen employees in each department, college,  
192 or unit need be granted ~~a PDP appointment professional development leave~~ for the same  
193 semester.

194 (10) ~~PDP appointments Leaves~~ shall be granted contingent upon the availability of staff and  
195 unit funds. If staffing or fiscal considerations preclude a ~~PDP appointment professional development~~  
196 ~~leave~~ from being granted, the employee shall be provided the ~~PDP appointment professional~~  
197 ~~development leave~~ the following year, or at a later time as agreed to by the employee and the  
198 college/unit. The postponement of a ~~PDLP appointment~~ by the university does not result in any  
199 postponement of a subsequent ~~PDLP~~ application by the employee.

200 (e) Terms of ~~PDP Appointments Professional Development Leave~~.

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

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

214 (3) An employee who fails to spend the time as stated in the application or revision as

215 approved by the supervisor and dean shall reimburse the University for all salary and fringe benefits  
216 received during ~~the PDP period such leave~~ within 30 days following the scheduled completion of the  
217 ~~PDP appointment~~ leave.

218 (4) Within thirty days after the end of the semester or term following the conclusion of the  
219 ~~PDP~~, the employee must provide a brief written report to his or her department or unit that relates  
220 accomplishments during the ~~PDP appointment~~ professional development leave to the proposal  
221 submitted for that ~~leave~~ PDP appointment.

222 (5) An annual evaluation shall be conducted for each employee whose assignment included a  
223 ~~PDP appointment~~ PDL. The overall evaluation shall be weighted between time on ~~PDP~~  
224 ~~appointment~~ PDL and time on regular duties. Their time on ~~PDP appointment~~ PDL shall be evaluated  
225 based on their accomplishments made in light of their ~~PDL~~ proposal and ensuing circumstances.  
226 Their time on regular duties, if any, shall be evaluated based on the department or unit's Annual  
227 Evaluation Standards & Procedures.

228 (6) University contributions normally made to retirement and Social Security programs shall  
229 be continued during the ~~PDP period~~ professional development leave on a basis proportional to the  
230 salary received.

231 (7) University contributions normally made to employee insurance programs and any other  
232 employee benefit programs shall be continued during the ~~professional development leave~~ PDP  
233 ~~period~~.

234 (8) Eligible employees on a ~~PDP appointment~~ professional development leave shall  
235 continue to accrue leave on a full-time basis.

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

#### 248 22.3 Other Study Leave.

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

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

254 (1) course work is directly related to the employee's professional responsibilities;  
255 (2) supervisor determines that the absence will not interfere with the proper operation of  
256 the work unit;

257 (3) supervisor believes that completion of the course work would improve the productivity

258 of the department or function of which the employee is a part; and

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

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

---