

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 (1) [Type IA] sabbatical, either at full pay for one ~~(1)~~ semester or a [Type IB] at three-fourths pay for one ~~(1)~~ academic year, for each twenty ~~(20)~~ 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 ~~(1)~~ Type I sabbatical available. A college with thirty ~~(30)~~ tenured or tenure-earning employees shall make two ~~(2)~~ Type I sabbaticals available.) Colleges with fewer than twenty ~~(20)~~ tenured and tenure-earning employees shall make available at least one such sabbatical every other year.

(2) Type II Sabbaticals: Each college shall make available to each employee whose application meets the policy requirements noted above, and whose application has been recommended by the college committee and granted by the dean a sabbatical for two ~~(2)~~ semesters (i.e., one ~~(1)~~ academic year) at half pay, subject to the conditions of this Article.

(c) ~~Eligibility for~~ Sabbatical Eligibilitys.

(1) Full-time tenured employees with at least six ~~(6)~~ years of full-time continuous service at with UCF shall be eligible for sabbaticals.

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

(3) An employee who is compensated through a contract or grant may receive a sabbatical only if the contract or grant allows a sabbatical and the employee meets all other eligibility requirements.

(4) Employees shall be notified annually regarding eligibility requirements and application deadlines.

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

35 (1) For the purposes of Section 22.1, “college” shall also mean the group of
36 tenured and tenure-earning employees whose primary assignments are in an institute,
37 center, or other non-college unit.

38 (2) These employees shall be grouped together for purposes of calculating the
39 number of available sabbaticals and for purposes of ranking employees’ applications.
40 Sabbatical applications for these employees ~~will~~shall be reviewed and ranked by the
41 University Research Council, whose rankings ~~will~~shall be finally reviewed by the
42 president or president’s representative. In all other respects, the application and selection
43 process for these employees shall follow the provisions of Section 22.1(e).

44 (e) Application and Selection.

45 (1) Applications for sabbaticals shall be submitted in accordance with college
46 procedures.

47 (2) Each application shall include a two-page statement describing the
48 program and activities to be followed while on sabbatical; the expected increase in value
49 of the employee to the University, the college and the employee's academic discipline;
50 specific results anticipated from the leave; any anticipated supplementary income; and a
51 statement that the applicant agrees to comply with the conditions of the sabbatical
52 program as described in Section 22.1(f).

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

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

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

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

62 (7) The college committee shall review sabbatical applications and shall
63 submit a ranked list of recommended employees to the dean or dean’s representative.

64 (8) In ranking the applicants, committee members shall consider the merits of
65 the proposal and the benefits of the proposed program to the employee, the University,
66 the college and the profession; and the length of service since previous sabbatical.
67 Committee members shall not disadvantage an applicant due to his/her academic
68 discipline.

69 (9) Absent a legitimate business reason other than staffing or fiscal
70 considerations, the dean or dean’s representative shall make sabbatical appointments
71 from the list and consult with the committee prior to an appointment that does not follow

72 the committee's list. In the event that the dean or dean's representative decides not to
73 make a sabbatical appointment to an employee on the list, he or she shall consult with the
74 affected employee. If staffing or fiscal considerations preclude a sabbatical from being
75 granted, the employee shall be provided the sabbatical the following year, or at a later
76 time as agreed to by the employee and the college. The period of postponement shall be
77 credited for eligibility for a subsequent sabbatical.

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

83 (f) Terms of Sabbatical Program.

84 (1) The employee must return to the University for at least one ~~(1)~~ academic
85 year following participation in the program. If the employee fails to return to the
86 University for at least two consecutive semesters (excluding summer) following
87 participation in the program, or makes little to no effort to complete the project described
88 in the application, all salary and fringe benefits received during his/her participation in
89 the program must be repaid to the University within 30 days of resignation or job
90 abandonment.

91 (2) Within thirty ~~(30)~~ days after the beginning of the spring semester (for a
92 fall-only sabbatical) or when annual reports are due (for a spring-only or fall/spring
93 sabbatical), the employee must provide a brief written report to the college dean's office
94 and his or her department or unit that relates accomplishments during the sabbatical to the
95 proposal submitted for that leave.

96 (3) Annual evaluations shall be conducted for employees who have been
97 granted sabbaticals. Evaluation of the sabbatical shall be based not on the department's or
98 unit's Annual Evaluation Standards & Procedures, rather on accomplishments made in
99 light of the sabbatical proposal and ensuing circumstances. The overall evaluation shall
100 be weighted between time on and not on sabbatical.

101 (4) Employees shall be eligible for another sabbatical after six ~~(6)~~ years of
102 continuous service at UCF are completed following the end date of the previous
103 sabbatical.

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

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

109 (7) Eligible employees shall continue to accrue annual and sick leave on a
110 full-time basis during the sabbatical leave.

111 (8) While on leave, an employee shall be permitted to receive funds for travel
112 and living expenses, and other sabbatical-related expenses, from sources other than the
113 University, such as fellowships, grants-in-aid, and contracts and grants, to assist in
114 accomplishing the purposes of the sabbatical. Receipt of funds for such purposes shall not
115 result in reduction of the employee's University salary. Grants for such financial
116 assistance from other sources may, but need not, be administered through the University.
117 If financial assistance is received in the form of salary, the University salary may be
118 reduced by the amount necessary to bring the total income of the sabbatical period to a
119 level equal to the employee's current year salary rate. Employment unrelated to the
120 purpose of the sabbatical leave is governed by the provisions of Article [19, Conflict of](#)
121 [Interest or Commitment/Outside Activity](#).

122

123 **22.2 Professional Development Leave.**

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

128 (b) Types of Professional Development Leave. Each year, the University ~~will~~shall
129 make available at least one ~~(1)~~ professional development leave either at full pay for one ~~(1)~~
130 semester or term or at three-fourths pay for academic year, for each thirty ~~(30)~~ employees who
131 are not tenured or tenure-earning, subject to the conditions set forth below.

132 (c) Eligibility for Professional Development Leave.

133 (1) Employees with six ~~(6)~~ or more years of full-time, continuous service with
134 UCF shall be eligible for professional development leaves, except those employees who
135 are serving in tenure-earning or tenured positions.

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

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

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

143 (d) Application and Selection.

- 144 (1) Application for professional development leave shall contain an
145 appropriate outline of the project or work to be accomplished during the leave.
- 146 (2) Each application shall include a two-page statement describing the
147 program and activities to be followed while on professional development leave; the
148 expected increase in value of the employee to the University and unit; specific results
149 anticipated from the leave; any anticipated supplementary income; and a statement that
150 the applicant agrees to comply with the conditions of the professional development leave
151 program as described in Section 22.2(e).
- 152 (3) The employee's immediate supervisor and his or her dean, director, or unit
153 head shall be given a copy of the application when it is submitted for review by the
154 University Professional Development Leaves committee.
- 155 (4) A University Professional Development Leaves committee of at least five
156 (5) members shall be elected by and from the employees eligible for professional
157 development leave.
- 158 (5) Employees who indicate they plan to apply for the leave are not eligible to
159 serve on the committee.
- 160 (6) A committee chairperson shall be elected by and from the University
161 Professional Development Leaves committee.
- 162 (7) The University committee shall review professional development leave
163 applications and shall submit a ranked list of recommended employees to the president or
164 president's representative.
- 165 (8) In ranking the applicants, committee members shall consider the merits of
166 the proposal; the benefits of the proposed program to the employee, the University, the
167 college/unit, and the job function of which the employee is a part; and length of service
168 since previous professional development leave. Committee members shall not
169 disadvantage an applicant due to the academic discipline, function, or profession of the
170 applicant.
- 171 (9) Absent a legitimate business reason other than staffing or fiscal
172 considerations, the president or president's representative shall make professional
173 development leave appointments from the list and consult with the committee prior to an
174 appointment that does not follow the committee's list. In the event that the president or
175 president's representative decides not to make a sabbatical appointment to an employee
176 on the list, he or she shall consult with the affected employee.
- 177 (10) No more than one ~~(1)~~ employee for each fifteen ~~(15)~~ employees in each
178 department or unit need be granted professional development leave for the same
179 semester.

180 (11) Leaves shall be granted contingent upon the availability of staff and unit
181 funds. If staffing or fiscal considerations preclude a professional development leave from
182 being granted, the employee shall be provided the professional development leave the
183 following year, or at a later time as agreed to by the employee and the college/unit. The
184 period of postponement shall be credited for eligibility for a subsequent professional
185 development leave.

186 (e) Terms of Professional Development Leave.

187 (1) The employee must return to University employment for at least one ~~(1)~~
188 academic year following the conclusion of such leave.

189 (2) An employee who fails to return to the University for at least one year
190 following professional development leave must return all salary and fringe benefits
191 received during his/her professional development leave to the University within 30 days
192 of resignation or job abandonment.

193 (3) An employee who fails to spend the time as stated in the application shall
194 reimburse the University for all salary and fringe benefits received during such leave
195 within 30 days following the scheduled completion of the leave.

196 (4) Within thirty ~~(30)~~ days after the beginning of the spring semester (for a
197 fall-only professional development leave) or when annual reports are due (for a spring-
198 only or fall/spring professional development leave-), the employee must provide a brief
199 written report to his or her department or unit that relates accomplishments during the
200 professional development leave to the proposal submitted for that leave.

201 (5) Annual evaluations shall be conducted for employees who have been
202 granted professional development leaves. Evaluation of the professional development
203 leave shall be based not on the unit Annual Evaluation Standards & Procedures, rather on
204 accomplishments made in light of the professional development leave proposal and
205 ensuing circumstances. The overall evaluation shall be weighted between time on and not
206 on professional development leave.

207 (6) Employees shall be eligible for another professional development leave
208 after six (6) years of continuous service at UCF are completed following the end date of
209 the previous professional development leave.

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

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

216 (9) Eligible employees shall continue to accrue annual and sick leave on a
217 full-time basis during the professional development leave.

218 (10) While on leave, an employee shall be permitted to receive funds for travel
219 and living expenses, and other professional development leave-related expenses, from
220 sources other than the University, such as fellowships, grants-in-aid, and contracts and
221 grants, to assist in accomplishing the purposes of the professional development leave.
222 Receipt of funds for such purposes shall not result in reduction of the employee's
223 University salary. Grants for such financial assistance from other sources may, but need
224 not, be administered through the University. If financial assistance is received in the form
225 of salary, the University salary may be reduced by the amount necessary to bring the total
226 income of the professional development leave period to a level comparable to the
227 employee's current year salary rate. Employment unrelated to the purpose of the
228 professional development leave is governed by the provisions of Article ~~19~~, [Conflict of](#)
229 [Interest or Commitment/Outside Activity](#).

230

231 **22.3 Other Study Leave.**

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

235 (b) Job-Related. An employee shall be permitted to attend up to six ~~(6)~~ credits of
236 course work per semester during work, provided that:

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

239 (2) The supervisor determines that the absence ~~will~~shall not interfere with the
240 proper operation of the work unit;

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

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

247 **22.4 Retraining.** The University may, at its discretion, provide opportunities for retraining of
248 employees when it is in the University's best interests. Such opportunities may be provided to
249 employees who are reassigned or laid off, or in other appropriate circumstances. These retraining
250 opportunities may include enrollment in tuition-free courses under the provisions of Article 24
251 and Sabbaticals or Professional Development Leaves under this Article.