

## 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 or a [Type IB] at three-fourths pay for one ~~(+)~~ 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 ~~(+)~~ Type I sabbatical available. A college with 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 ~~(+)~~ academic year) at half pay, subject to the conditions of this Article.

(c) ~~Eligibility for Sabbaticals~~ Eligibility.

(1) Full-time tenured employees with at least six ~~(6)~~ years of full-time continuous service ~~with at UCF who are tenured at the time of application~~ 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.

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

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

(e) Application and Selection.

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

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

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

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

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

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

54 (7) The college committee shall review sabbatical applications using 22.1(e)(2) above. Any  
55 applications that are deemed worthy of recommended for a sabbatical ~~and~~ shall be ranked and submitted to the  
56 dean or dean's representative a ranked list of recommended employees to the dean or dean's representative.

57 (8) In ranking the remaining applicants recommended applications, committee members  
58 shall consider the merits of the proposal and the benefits of the proposed program to the employee, the  
59 University, the college and the profession; and the length of service since previous sabbatical. Committee  
60 members shall not disadvantage an applicant due to his/her academic discipline.

61 (9) Absent a legitimate business reason other than staffing or fiscal considerations, the dean  
62 or dean's representative shall make sabbatical appointments from the list and consult with the committee prior to  
63 an appointment that does not follow the committee's list. In the event that the dean or dean's representative  
64 decides not to make a sabbatical appointment to an employee on the list, he or she shall consult with the affected  
65 employee. If staffing or fiscal considerations preclude a sabbatical from being granted, the employee shall be  
66 provided the sabbatical the following year, or at a later time as agreed to by the employee and the college. The  
67 period of postponement shall be credited for eligibility for a subsequent sabbatical.

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

72 (f) Terms of Sabbatical Program.

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

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

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

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

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

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

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

94 (8) While on leave, an employee shall be permitted to receive funds for travel and living  
95 expenses, and other sabbatical-related expenses, from sources other than the University, such as fellowships,  
96 grants-in-aid, and contracts and grants, to assist in accomplishing the purposes of the sabbatical. Receipt of  
97 funds for such purposes shall not result in reduction of the employee's University salary. Grants for such  
98 financial assistance from other sources may, but need not, be administered through the University. If financial  
99 assistance is received in the form of salary, the University salary may be reduced by the amount necessary to  
100 bring the total income of the sabbatical period to a level equal to the employee's current year salary rate.

101 Employment unrelated to the purpose of the sabbatical leave is governed by the provisions of Article 19-  
102 Conflict of Interest or Commitment/Outside Activity.

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104 **22.2 Professional Development Leave.**

105 (a) Policy. Professional development leaves are granted to increase an employee's value to the  
106 University through opportunities for research, writing, professional renewal, further education, or other

107 experiences of professional value. While such leaves may be provided in relation to an employee's years of  
108 service, they are not primarily a reward for service.

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

113 (c) Eligibility for Professional Development Leave.

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

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

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

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

124 (d) Application and Selection.

125 (1) Application for professional development leave shall contain an appropriate outline of  
126 the project or work to be accomplished during the leave.

127 (2) Each application shall include a two-page statement describing the program and  
128 activities to be followed while on professional development leave; the expected increase in value of the  
129 employee to the University and unit; specific results anticipated from the leave; any anticipated supplementary  
130 income; and a statement that the applicant agrees to comply with the conditions of the professional development  
131 leave program as described in Section 22.2(e).

132 (3) The employee's immediate supervisor and his or her dean, director, or unit head shall  
133 be given a copy of the application when it is submitted for review by the University Professional Development  
134 Leaves committee.

135 (4) A University Professional Development Leaves committee of at least five (5) members  
136 shall be elected by and from the employees eligible for professional development leave.

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

139 (6) A committee chairperson shall be elected by and from the University Professional  
140 Development Leaves committee.

141 (7) The University committee shall review professional development leave applications and  
142 shall submit a ranked list of recommended employees to the president or president's representative.

143 (8) In ranking the applicants, committee members shall consider the merits of the proposal;  
144 the benefits of the proposed program to the employee, the University, the college/unit, and the job function of  
145 which the employee is a part; and length of service since previous professional development leave. Committee  
146 members shall not disadvantage an applicant due to the academic discipline, function, or profession of the  
147 applicant.

148 (9) Absent a legitimate business reason other than staffing or fiscal considerations, the  
149 president or president's representative shall make professional development leave appointments from the list  
150 and consult with the committee prior to an appointment that does not follow the committee's list. In the event  
151 that the president or president's representative decides not to ~~make offer~~ a sabbatical appointment professional  
152 development leave appointment to an employee on the list, he or she shall consult with the affected employee.

153 (10) No more than one ~~(1)~~ employee for each fifteen ~~(15)~~ employees in each department or  
154 unit need be granted professional development leave for the same semester.

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

160 (e) Terms of Professional Development Leave.

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

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

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

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

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

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

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

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

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

187 (10) While on leave, an employee shall be permitted to receive funds for travel and living  
188 expenses, and other professional development leave-related expenses, from sources other than the University,  
189 such as fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing the purposes of the  
190 professional development leave. Receipt of funds for such purposes shall not result in reduction of the  
191 employee's University salary. Grants for such financial assistance from other sources may, but need not, be  
192 administered through the University. If financial assistance is received in the form of salary, the University  
193 salary may be reduced by the amount necessary to bring the total income of the professional development leave  
194 period to a level comparable to the employee's current year salary rate. Employment unrelated to the purpose of  
195 the professional development leave is governed by the provisions of Article 19, Conflict of Interest or  
196 Commitment/Outside Activity.-

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198 **22.3 Other Study Leave.**

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

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

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

204 (2) The supervisor determines that the absence will not interfere with the proper operation  
205 of the work unit;

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

208 (4) The employee's work schedule can be adjusted to accommodate such job-related study  
209 without reduction in the total number of work hours required per pay period.  
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211 **22.4 Retraining.** The University may, at its discretion, provide opportunities for retraining of employees  
212 when it is in the University's best interests. Such opportunities may be provided to employees who are

213 reassigned or laid off, or in other appropriate circumstances. These retraining opportunities may include  
214 enrollment in tuition-free courses under the provisions of Article 24 and Sabbaticals or Professional  
215 Development Leaves under this Article.  
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