## **ARTICLE 22** 1

## 2 SABBATICALS AND PROFESSIONAL DEVELOPMENT PROGRAMS 3

## 4 22.1 Sabbaticals.

5 (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 6 7 experiences of professional value. While such leaves may be provided in relation to an 8 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 IA sabbatical, either at full pay for one semester [Type IA cputtra] or one [Type IB] at three-fourths pay for one academic year [Type IB], for each twenty tenured and tenure-12 earning employees, subject to the conditions of this Article. Standard rounding techniques 13 14 shall be used to determine the total number of Type I sabbaticals to be made available in 15 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 16 17 make two Type I sabbaticals available.) Colleges with fewer than twenty tenured and 18 tenure-earning employees shall make available at least one such sabbatical every other 19 year.

20 (2[CP3][TR4]) Type II Sabbaticals: Each college shall make a Type II sabbatical 21 available to each employee whose application meets the policy requirements noted above, 22 and whose application has been ranked/recommended by the college committee but was 23 not awarded a Type I sabbatical. This Type II sabbatical is and granted by the dean, a 24 sabbatical for up to two semesters (i.e., up to one academic year) at half pay, subject to the 25 conditions of this Article, and granted by the dean.

(c) Sabbatical Eligibility.

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27 (1<sub>[CP5]</sub>[TR6]) Full-time tenured employees with at least six-five academic years of full-time continuous service at UCF who are tenured at the time of application shall be 28 29 eligible to apply for a sabbaticals that would take place in the following academic year. (For 30 example, a full-time tenured employee who starts their employment at UCF at the beginning 31 of the 2021-22 academic year, and is continuously employed, may submit a sabbatical application during the 2026-27 academic year for a sabbatical that would take place in the 32 33 2027-28 academic year). 34

(2[CP7][TR8]) Applicants for sabbaticals must be tenured at the time their

35 applications are submitted. (For example, a full-time tenure-earning employee who starts

their employment at UCF at the beginning of the 2021-22 academic year may be tenured at 36

37 the start of the 2027-28 academic year and submit a sabbatical application in 2027-28. Their sabbatical would take place in the 2028-29 academic year.) 38

39 (3[CP9][TR10]) Employees who begin their employment in a spring semester must work at least five full academic years (i.e., a fall semester followed by a spring semester) or the 40 equivalent following the first (spring) semester employed before they are eligible to submit a 41 42 sabbatical application.

43 (4[CP12]) Full-time employees shall be eligible to apply for another their next sabbatical during the fifth year of continuous service at UCF after the end of the academic 44

year during which the previous sabbatical, or professional development leave, or 45

46 administrative professional development leave was taken. (For example, a tenured

employee who takes a sabbatical in the 2023-24 academic year and is continuously 47

<ul> <li>employed may submit another sabbatical application in the 2029-30 academic year for a sabbatical hat would take place in the 2030-31 academic year).</li> <li>(4) No paid or unpaid family and medical, parental, administrative, military, or other authorized leave(s) shall be considered a break in continuous employment.</li> <li>(Greinginui) – 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 more subbatical and the omployee more subbatical and the application deadlines.</li> <li>(45) Employees shall be notified annually regarding eligibility requirements and application deadlines.</li> <li>(2) These employees whose primary assignments are in an institute, conter, or other neo-college unit.</li> <li>(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 shall be reviewed and ranked by the University. Research Council, whose rankings shall be finally reviewed by the University's representative. In all other respects, the 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. Activities to be followed while on sabbatical; the expected increase in value of the employee to the University</li></ul>	10	employed may submit enother application in the 2020-20 appdamic year for a
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<ul> <li>(4) A college committee shall be elected by and from the tenured unit employees.</li> <li>The committee shall equitably represent the departments or units of eligible employees.</li> <li>(5) Employees who indicate they plan to apply for the leave are not eligible to serve on the committee.</li> <li>(6) A committee chairperson shall be elected by and from the college sabbatical committee.</li> <li>(7) The college committee shall review sabbatical applications. Any Only those</li> <li>(7) The college committee shall review sabbatical applications. Any Only those</li> <li>(7) The college committee shall review sabbatical applications. Any Only those</li> <li>(7) The college committee shall review sabbatical applications. Any Only those</li> <li>(7) The college committee shall review sabbatical applications. Any Only those</li> <li>(7) The college committee shall review sabbatical applications. Any Only those</li> <li>(7) The college committee shall review sabbatical applications. Any Only those</li> <li>(7) The college committee shall review sabbatical applications. Any Only those</li> <li>(7) The college committee shall review sabbatical applications. Any Only those</li> <li>(7) The college committee shall review sabbatical applications. Any Only those</li> <li>(7) The college committee shall review sabbatical applications. Any Only those</li> <li>(7) The college committee shall review sabbatical applications. Any Only those</li> <li>(7) The college committee shall review sabbatical applications. Any Only those</li> <li>(8) In race applications that are deemed worthy of a sabbatical shall be ranked and submitted to the dean or dean's representative.</li> <li>(8) All not be ranked by the committee.</li> <li>(9) (8) In ranking the applications worthy of a sabbatical, committee members shall</li> <li>(8) Consider the merits of the proposal and the benefits of the proposed program to the employee, the University, the college and the profession; and the length of service since previous sabbatical. Committee m</li></ul>	77	(3) The employee's immediate supervisor, e.g., the chair, shall be given a copy of
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94 previous sabbatical. Committee members shall not disadvantage an applicant due to his/her		
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96 Absent a legitimate business reason other than staffing or fiscal (98)97 considerations, the dean or dean's representative shall make sabbatical appointments from 98 the ranked [CP24] list and consult with the committee prior to an appointment that does not 99 follow the committee's list. In the event that the dean or dean's representative decides not 100 to make a sabbatical appointment to an employee on the list, he or shethey shall consult 101 with the affected employee. If staffing or fiscal considerations preclude a sabbatical from 102 being granted, the employee shall be provided the sabbatical the following year, or at a later 103 time as agreed to by the employee and the college. The period of postponement shall be 104 credited for eligibility for a subsequent sabbatical. The postponement of a sabbatical by the 105 university does not result in any postponement of a subsequent sabbatical application by 106 the employee [CP25] [TR26]. 107 (109) In the event of an exceptional opportunity for an employee to participate in a 108 prestigious academic award/activity for which deadlines prevent application during the 109 normal application process, the dean may award a sabbatical outside of the above defined 110 process. All employee eligibility requirements must be met and all sabbatical terms defined 111 below apply. 112 (fe) Terms of Sabbatical Program. 113 (1 (CP27) (TR28)) The employee must return to the University for at least one full 114 academic year following the academic year of participation in the program. If the employee 115 fails to return to the University for at least two consecutive semesters, fall and spring, 116 (excluding summer) in the academic year following participation in the program, all salary 117 and fringe benefits received during his/her participation in the program must be repaid to the 118 University within 30 days of resignation or job abandonment. If the employee makes little to 119 no effort to complete the project described in the application, the employee shall receive an 120 "Unsatisfactory" overall annual evaluation and will be ineligible to apply for a sabbatical for 121 ten years. 122 (2) If there are circumstances that arise where the employee wishes or needs to 123 request to change the terms of the sabbatical from what was proposed, any revisions to the 124 proposal must be documented in writing and submitted to the employee's supervisor as 125 soon as practicable. The supervisor and dean TR29 must approve the revised sabbatical 126 proposal before the work may proceed. (3) Within thirty days after the beginning of the spring semester (for a fall-only 127 sabbatical) or when annual reports are due (for a spring-only or fall/spring sabbatical), the 128 129 employee must provide a brief written report to the college dean's office and his or her 130 department or unit that relates accomplishments during the sabbatical to the proposal 131 submitted for that leave. 132 (34) Annual evaluations shall be conducted for employees who have been granted 133 sabbaticals. Evaluation of the sabbatical part of the academic year shall be based not only 134 on the department or unit's Annual Evaluation Standards & Procedures, rather but also on 135 accomplishments made in light of the sabbatical proposal and ensuing circumstances. The 136 overall evaluation shall be weighted between time on and not on sabbatical.[TR30] 137 (4[CP31][TR32]) Employees shall be eligible to apply for another sabbatical after six 138 years of continuous service at UCF are completed following the end date of the previous 139 sabbatical. 140 (5) University contributions normally made to retirement and Social Security 141 programs shall be continued during the sabbatical leave on a basis proportional to the 142 salary received. 143 (6) University contributions normally made to employee insurance programs and any 144 other employee benefit programs shall be continued during the sabbatical.

145 (7) Eligible employees on sabbatical shall continue to accrue leave on a full-time 146 basis. 147 (8) While on leave, an employee must yp331 disclose and [CP34] shall be permitted to receive funds for travel and living expenses, and other sabbatical-related expenses, from 148 sources other than the University, such as fellowships, grants-in-aid, and contracts and 149 150 grants, to assist in accomplishing the purposes of the sabbatical. Receipt of funds for such 151 purposes shall not result in reduction of the employee's University salary. Grants for such 152 financial assistance from other sources may, but need not, be administered through the 153 University. If financial assistance is received in the form of salary, the University salary may 154 be reduced by the amount necessary to bring the total income of the sabbatical period to a 155 level equal to the employee's current year salary rate. Employment unrelated to the purpose 156 of the sabbatical leave is governed by the provisions of the Conflict of Interest or 157 Commitment/Outside Activity Article. 158 159 22.2 Professional Development Leave (PDL). 160 Policy. Professional development leaves are granted to increase an (a[CP35][TR36]) 161 employee's value to the University through opportunities for research, writing, professional 162 renewal, further education, or other experiences of professional value. While such Lleaves 163 may be provided in relation to an employee's years of service, they are not primarily a 164 reward for service longevity. Application window shall open during the first Monday of 165 October, and remain open through last Friday in November. Application could be extended on mutual agreement between UFF and the University [TR37]. 166 167 (b) Types of Professional Development Leave. Each year, the University will make 168 available at least one professional development leave either at full pay for one semester or 169 term [CP38] TR39] or at three-fourths pay for one academic year, for each thirty[CP40] employees 170 who are not tenured or tenure-earning, subject to the conditions set forth below. 171 (c) Eligibility for Professional Development Leave. Tenure-earning faculty are not eligible to apply for PDLs. Tenured employees should apply for sabbaticals in accordance 172 173 with Section 22.1 of this agreement. Only 12-month employees [CP41] TR42] may apply for a 174 leave during the summer term. 175 (1) Employees Non-tenured, non-tenure-earning employees with who have 176 completed six-five or more years of full-time, continuous non-OPS service with UCF shall be eligible to apply for professional development leaves, except<sub>[CP43]</sub> those employees who are 177 178 serving in tenure-earning or tenured positions. 179 (acp44 [TR45]) First-time applicants. Full-time non-tenured, non-tenure earning 180 employees shall be eligible to apply for another PDL after completing the fifth year of 181 continuous service at UCF. As an example, an employee hired in Fall 2025, Spring 2026, or Summer 2026 (summer term for 12-month employees only) may apply in the 2030-2031 182 academic year for a PDL to take place in the 2031-32 academic year. 183 (b[CP46]) Post-PDL applicants. Full-time non-tenured, non-tenure earning 184 employees shall be eligible to apply for another their next PDL during the fifth year of 185 continuous service at UCF after the end of the academic year during which the previous 186 187 PDL was taken. As an example, an employee whose PDL ended either August 7, 2024, December 22, 2024, or May 7, 2025 would be eligible to apply during the 2030-2031 PDL 188 189 application period for a PDL to take place in the 2031-2032 academic year. 190 (2) No paid or unpaid family and medical, parental, administrative, military, or other 191 authorized leave(s) shall be considered a break in continuous employment.

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

(4) Eligible employees shall be notified annually regarding eligibility requirementsand application deadlines.

(d) Application and Selection.

(1) Application for professional development leave shall contain an appropriate
 outline of the project or work to be accomplished during the leave. <u>Activities to be performed</u>
 while on professional development leave shall be commensurate with the FTE and duration
 requested.

(2[CP47]) Each application shall include a two-page statement describing the
 program and activities to be followed while on professional development leave; the
 expected increase in value of the employee to the University and unit; specific results
 anticipated from the leave; any anticipated supplementary income; and a statement that the
 applicant agrees to comply with the conditions of the professional development leave
 program. PDL[YP48] proposals must articulate how the planned activity relates to and serves
 the mission and goals for the department/unit and college.

209 (3[CP49]) The[YP50] employee's immediate supervisor and his or hertheir dean,
 210 director, or unit head shall be given a copy of the application by the applicant when it is
 211 submitted for review by the University Professional Development Leaves committee.

212 (4[CP51]) A University Professional Development Leaves committee of at least
 213 five members shall be elected by and from the employees eligible for professional
 214 development leave.

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

(6) A committee chairperson shall be elected by and from the University ProfessionalDevelopment Leaves committee.

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

222 <u>atcrss</u>. <u>Those applications that are not deemed worthy of a PDL shall not be</u> 223 <u>ranked by the committee.</u>

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

(98) Absent a legitimate business reason other than staffing or fiscal
considerations, the University's representative shall make professional development leave
appointments from the <u>ranked[cps3]</u>-list and consult with the committee prior to an
appointment that does not follow the committee's list. In the event that the University's
representative decides not to offer a professional development leave appointment to an
employee on the list, he or she shall consult with the affected employee.

(109) No more than one employee for each fifteen twenty-five [CP54][TR55]employees
 [TR56] in each department, college, or unit need be granted professional development leave
 for the same semester.

239 (1110)-\_\_\_\_Leaves shall be granted contingent upon the availability of staff and 240 unit funds. If staffing or fiscal considerations preclude a professional development leave from being granted, the employee shall be provided the professional development leave the following year, or at a later time as agreed to by the employee and the college/unit. <u>The</u> postponement of a PDL by the university does not result in any postponement of a

subsequent PDL application by the employee. The period of postponement shall be credited
 for eligibility for a subsequent professional development leavel CPS71.

246 (e) Terms of Professional Development Leave.

(1[CP58]) The employee must return to University employment for at least one
 full academic year following the conclusion <u>academic year of participation</u> of such leavein
 that program. If the employee fails to return to the University for at least two consecutive
 <u>semesters, fall and spring, in the academic year following participation in the program, all</u>
 <u>salary and fringe benefits received during his/her participation in the program must be</u>
 repaid to the University within 30 days of resignation or job abandonment.

253 If there are circumstances that arise where the employee wishes or (**2**[CP59]) 254 needs to request to change the terms of the PDL from what was proposed, any revisions to the proposal must be documented in writing and submitted to the employee's supervisor as 255 soon as practicable. The supervisor and dean must approve the revised PDL proposal 256 257 before the work may proceed. An crown employee who fails to return to the University for at 258 least one year following professional development leave must return all salary and fringe 259 benefits received during his/her professional development leave to the University within 30 260 days of resignation or job abandonment.

261 (3[CP61]) An employee who fails to spend the time as stated in the application or
 262 revision as approved by the supervisor and dean shall reimburse the University for all salary
 263 and fringe benefits received during such leave within 30 days following the scheduled
 264 completion of the leave.
 265

(44<sub>1CP62</sub>) Within thirty days after the beginning end of the spring semester or
 term when the PDL concludes, (for a fall-only professional development leave) or when
 annual reports are due (for a spring-only or fall/spring professional development leave), the
 employee must provide a brief written report to his or her department or unit that relates
 accomplishments during the professional development leave to the proposal submitted for
 that leave.

(5) Annual evaluations shall be conducted for employees who have been granted
 professional development leaves. Evaluation of the professional development leave shall be
 based not <u>only</u> on the unit Annual Evaluation Standards & Procedures, rather-<u>but also</u> on
 accomplishments made in light of the professional development leave proposal and ensuing
 circumstances. The overall evaluation shall be weighted between time on and not on
 professional development leave.[TR63]

(6) Employees CP64] shall be eligible to apply for another professional development
 leave after six years of continuous service at UCF are completed following the end date of
 the previous professional development leave.

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

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

287 (98) Eligible employees on a professional development leave shall continue to accrue leave on a full-time basis.

289 (109[CP65]) While on leave, an employee must disclose and shall be permitted to 290 receive funds for travel and living expenses, and other professional development leaverelated expenses, from sources other than the University, such as fellowships, grants-in-aid, 291 292 and contracts and grants, to assist in accomplishing the purposes of the professional 293 development leave. Receipt of funds for such purposes shall not result in reduction of the 294 employee's University salary. Grants for such financial assistance from other sources may, 295 but need not, be administered through the University. If financial assistance is received in 296 the form of salary, the University salary may be reduced by the amount necessary to bring 297 the total income of the professional development leave period to a level comparable to the 298 employee's current year salary rate. Employment unrelated to the purpose of the 299 professional development leave is governed by the provisions of the Conflict of Interest or Commitment/Outside Activity Article. 300

301

## 302 22.3 Other Study Leave.

303 (a) Job-Required. An employee required to take academic course work as part of 304 assigned duties shall not be required to charge time spent attending classes during the 305 work dayworkday to accrued leave.

(b) Job-Related. An employee shall be permitted may request created attend up to six 306 307 credits of course work per semester during work, provided that the: 308

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

309 (2) supervisor determines that the absence will not interfere with the proper 310 operation of the work unit;

311 (3) supervisor believes that completion of the course work would improve the 312 productivity of the department or function of which the employee is a part; and

313 (4) employee's work schedule can be adjusted to accommodate such job-related 314 study without reduction in the total number of work hours required per pay period.

315 (c) Retraining. The University may, at its discretion, provide opportunities for retraining 316 of employees when it is in the University's best interests. Such opportunities may be 317 provided to employees who are reassigned, have received notice of layoff, or in other

318 appropriate circumstances.