

**UCF-3.014 Faculty and Administrative and Professional Development Leave Programs.**

(1) Purpose: Professional development leaves (PDL) are granted to eligible Faculty and A&P employees to increase their value to the university through opportunities for research, writing, professional and intellectual renewal, further education, or other experiences of professional value.

(2) In-unit Faculty and A&P: Any leave programs for in-unit employees shall be conducted in accordance with the applicable provisions of the then-current collective bargaining agreement.

(3) PDL Program for Non-Unit Employees:

(a) Non-unit faculty and A&P employees with six or more years of full-time continuous service with UCF, and each six years of continuous service following the completion of a PDL, shall be eligible to apply for PDLs, except those employees serving in tenure-earning or tenured positions.

(b) No paid leave(s) or family and medical, parental, administrative, or military leave(s) will be considered a break in continuous service.

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

(d) Application and Selection

1. Application for PDL shall contain an appropriate outline of the project or work to be accomplished during the leave.
2. The employee's immediate supervisor shall review and comment on the application prior to its submission to the university PDL Committee.
3. A non-unit university PDL Committee of at least five members shall be elected by and from the non-unit employees eligible for PDL.
4. Employees who apply for a leave may not serve on the committee.
5. A committee chair shall be elected from among those elected to the PDL Committee.
6. The PDL Committee shall rank the applicants taking into consideration the merits of the proposal; the benefits of the proposed program to the employee, the college/unit, and the university, and submit a ranked list of

employees recommended for leaves to the president or president's representative.

7. No more than one employee for each 15 employees in each department or unit may be granted a PDL for the same semester.
8. PDLs shall be granted contingent upon the availability of staff and unit funding, which is covered by the employee's unit.
9. If an approved leave is postponed, the period of postponement shall be credited for a subsequent PDL.

(e) Terms of Professional Development Leave.

1. The employee must return to UCF employment for at least one academic year following the conclusion of a PDL.
2. Failure to return to the university for the required one academic year or failure to spend the time as stated in the application shall result in the need for the employee to reimburse the university for salary received during the leave.
3. Within thirty days after returning from a PDL, the employee must provide a brief written report to Faculty Affairs and to his/her supervisor about his/her accomplishments during the PDL as they relate to the proposal submitted for that leave.
4. University contributions normally made to employee insurance programs and any other employee benefit programs shall be continued during the PDL. (For example, annual and sick leave will continue to accrue.)
5. While on a PDL, an employee shall be permitted to receive funds for travel and living expenses, and other PDL-related expenses, from sources other than the university, e.g., fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing the purposes of the PDL. Receipt of funds for such purposes shall not result in reduction of the employee's university salary. Grants for such financial assistance from other sources may, but need not, be administered through the university. If financial assistance is received in the form of salary during the PDL, the employee's university salary will be reduced accordingly. Employment

unrelated to the purpose of the PDL is governed by the provisions of applicable university policy and regulation.

(4) Administrative Professional Development Leave.

- (a) Administrative PDLs are reserved for faculty who have served in a full-time administrative position for a period not less than five years and who are returning to a full-time regular faculty position. Faculty administrators must use the PDL to update research and teaching skills in preparation for the move to a full-time regular faculty position. For each five year period the faculty member served in the administrative position, one academic semester PDL may be granted up to a total of three academic semesters.
- (b) To apply for an Administrative PDL, the faculty administrator must complete Form AA-10, Request for Administrative Professional Development Leave.
- (c) The dean and the provost or provost's representative must approve the PDL prior to the start of the leave term.
- (d) Requirements for Administrative PDL
  1. The recipient of an Administrative PDL must return to university employment for at least one academic year following the conclusion of the leave. Failure to return to the university for the required one academic year or failure to spend the time as stated in the application shall result in the need for the employee to reimburse the university for salary received during the leave.
  2. University contributions normally made to employee insurance programs and any other employee benefit programs shall be continued during the PDL. (For example, annual and sick leave will continue to accrue.)
  3. While on an Administrative PDL, an employee shall be permitted to receive funds for travel and living expenses, and other PDL-related expenses, from sources other than the university, e.g., fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing the purposes of the PDL. Receipt of funds for such purposes shall not result in reduction of the employee's university salary. Grants for such financial assistance for other sources may, but need not, be administered through the

university. If financial assistance is received in the form of salary during the PDL, the employee's university salary will be reduced accordingly. Employment unrelated to the purpose of the PDL is governed by the provisions of applicable university policy and regulation.

(5) Other Leave

- (a) Job-Required Study Leave. Leave may be made available to employees required to take academic course work as part of their assigned duties if the employee's supervisor determines that the course work is job required and that departmental needs can be met while the employee is on leave. Time spent during workdays to attend classes under this leave shall not be charged to the employee's accrued leave time.
- (b) Leave Without Pay. Leave without pay may be granted for the purpose of taking course work, subject to the provision that any accrued annual or compensatory leave must be taken prior to the beginning of the leave.
- (c) Applications for job-related leave, job-required study leave or leave without pay (when for the purpose of attending course work) shall be made in writing to the employee's immediate supervisor. Supervisors are authorized to select the recipients for these types of leave subject to any limitations that may be imposed by the university.

*Authority: BOG Regulation 1.001. History--New 10-8-75, Amended 3-22-76, 8-4-82, 8-2-89, Formerly 6C7-3.14, Amended 4-23-03; Formerly 6C7-3.014, Amended 12-4-09, 9-27-18.*