

**FAQ FOR 2014-15 SABBATICALS AND PROFESSIONAL DEVELOPMENT LEAVES**

College of Liberal Arts & Sciences  
 October 15, 2013

The advisory information below does not supersede or replace the sabbatical process as described in the collective bargaining agreement.

*Q. What resources can be used to get information about sabbaticals and PDLs?*

A. The CLAS memos regarding sabbatical and PDL leaves for 2014-15 are on the CLAS web page <http://www.clas.ufl.edu/forms>

[http://www.clas.ufl.edu/forms/CLAS\\_instructions-memo\\_14-15\\_sabbaticals.pdf](http://www.clas.ufl.edu/forms/CLAS_instructions-memo_14-15_sabbaticals.pdf)

[http://www.clas.ufl.edu/forms/CLAS\\_instructions-memo\\_14-15\\_PDL.pdf](http://www.clas.ufl.edu/forms/CLAS_instructions-memo_14-15_PDL.pdf)

The memos to the dean regarding these two programs:

[http://www.clas.ufl.edu/forms/Sabbaticals\\_Announcement\\_2014-2015\\_CLAS.pdf](http://www.clas.ufl.edu/forms/Sabbaticals_Announcement_2014-2015_CLAS.pdf)

[http://www.clas.ufl.edu/forms/PDL\\_Announcement\\_2014-2015\\_CLAS.pdf](http://www.clas.ufl.edu/forms/PDL_Announcement_2014-2015_CLAS.pdf)

The UF Office of the Provost Web page for leaves is

<http://www.aa.ufl.edu/leaves>

On the leaves page above you can find links to detailed guidelines, an application form, an alternative sabbatical budget form, and a useful chart that describes eligibility to apply for various types of leave. All CLAS faculty are “in unit.” Here is the chart:

**Sabbaticals and Professional Development Leaves**

**CHART**

<i>Type of Faculty Appointment</i>	<i>Type of Professional Leave</i>				
	FEO	PDL	1-SEM SABB	2-SEM SABB	ALT SABB
Untenured, tenure-track faculty	Out unit only	n/a	n/a	n/a	n/a
Non-tenure-track faculty	Out unit only	All; In Unit governed by CBA	n/a	n/a	n/a
Tenured faculty	Out unit only	n/a	All; In Unit governed by CBA	All; In Unit governed by CBA	In Unit only
All PKY Faculty	n/a	All	n/a	n/a	n/a

*Q. I am a tenured faculty member and had a sabbatical in the last six years (counting the current year). Can I apply for any kind of 2014-15 sabbatical this year, including alternative sabbaticals?*

A. No. To be eligible to receive any type of sabbatical six years of service must pass since the previous sabbatical. Alternative sabbaticals have the same eligibility requirement.

*Q. But I read that one can apply for an alternative sabbatical after three years?*

A. That applies only after you have received the first alternative sabbatical. Eligibility to apply for 2014-15 follows the six year rule.

*Q. I have not had a sabbatical in the last six years, but I did have an FEO last year. Am I eligible to apply for an alternative sabbatical for 2014-15?*

A. Yes. Past FEO awards do not have any effect on eligibility for regular or alternative sabbaticals.

*Q. Can CLAS faculty apply for FEO awards, too?*

A. No.

*Q. If I get an alternative sabbatical award for 2014-15, does that reset the six year clock for traditional sabbatical leaves (one/two semester full pay)?*

A. Yes, you would need to wait for six years before receiving a traditional sabbatical, although after three years you could receive an alternative sabbatical, if awarded.

*Q. Can I apply for multiple types of sabbatical in any one year?*

A. No. You are allowed to check only one type of sabbatical on the application form, and only one form submission is allowed. Note that in the past multiple categories could be checked, but that is no longer true.

*Q. Can I apply for a half-pay sabbatical? Will I be offered one automatically if I am not awarded a traditional or alternative sabbatical?*

A. No. Half-pay sabbaticals are no longer an option. If you are interested in a temporary reduced FTE appointment, it can be requested outside of the sabbatical/PDL process.

*Q. What if I am awarded a one semester full pay sabbatical for Fall 2014 but decide it would be better to take it in the Spring 15 semester? Will that be possible?*

A. Yes, with the approval of your chair and the dean.

*Q. Will the semester I request for a one semester sabbatical have any effect on the review of my application?*

A. No.

*Q. Is it possible to take a 2-semester sabbatical starting in the Spring semester 2015 and conclude it at the end of Fall semester 2015? How about other alternative schedules?*

A. Yes, with approval of the University a sabbatical may have a different schedule than the traditional one or two semester leave during a single academic year. Included options are sabbaticals spread over two academic years or a sabbatical at half pay.

*Q. What is the allowable budget period for an alternative sabbatical? How soon can I start?*

A. The begin date for the alternative sabbatical must be no earlier than May 16, 2014, and the end date must be no later than May 15, 2015, for sabbaticals in the 2014-15 academic year. These dates are the beginning of the summer semester and the end of the spring semester, respectively.

*Q. Can I postpone a sabbatical?*

A. A sabbatical may be postponed for a semester or a year, either at the request of the faculty member or by the University. The period of postponement shall be credited for eligibility for a subsequent sabbatical. The CBA article can be consulted for more details.

*Q. I am a non-tenure track faculty member whose salary is paid by a grant or other non-state funds. Can I take a PDL? Will the college pay my salary during that time?*

A. Yes, you are eligible to apply for a PDL. The funding source that pays your salary must allow such and the faculty member must meet all other eligibility requirements. Regarding the second question, no, your salary during the PDL must be paid from your normal salary source, as the college will not cover it.