



In-unit Professional Development Leave Application and Agreement of Terms

Purpose:

Professional development leaves 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.

Professional development leaves are taken at either full-pay for one semester or term or at three-fourths pay for one academic year and are subject to the conditions set forth below as per Article 22 of the current ***BOT/UFF Collective Bargaining Agreement***.

Requested Period of Development Leave:

One semester at full pay

Semester

Two semesters at $\frac{3}{4}$ pay

Semester one

Semester two

Employee Name

Employee ID

College

Department/School

By signing this form, I acknowledge and agree to the professional development leave program requirements as outlined in Article 22 of the most recent [UCF BOT-UFF Collective Bargaining Agreement](#).

Employee signature

Date

Plans for Use of Professional Development Leave:



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Please attach a statement of your professional development leave plan. In accordance with Article 22 of the current ***BOT/UFF Collective Bargaining Agreement***, 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; and any anticipated supplementary income.

Please submit your completed application (including all appropriate signatures) and proposal to Faculty Excellence facultyexcellence@ucf.edu by the designated due date. Please also provide a copy of each of these documents to your immediate supervisor by this same date. If you have any questions please contact Faculty Excellence at (407) 823-1113 or facultyexcellence@ucf.edu