

Sabbaticals and Faculty Professional Development Leaves

Sabbaticals are awarded annually by the Provost. Contact the Office of the Provost for more specific information about the program. Full-time, tenured faculty employees are eligible to apply for Sabbaticals. However, eligible faculty employees must have at least six years of full-time service at USF. The approved leave may be full time for one semester or half-time for two semesters. Employees continue to accrue annual and sick leave on a full-time basis.

Administrative Professional Development Leave: Key Concepts

Philosophy - Administration and Staff employees are eligible to be considered for professional leaves with pay for educational and/or developmental leave including: research, experiential, developmental, or exchange programs.

The purpose of this leave is to increase the employee's value to the university through enhanced opportunities for professional renewal, educational travel, study, formal education, research, writing, exchange programs, or other experience of professional value to the university and the employee. An employee that requests a leave of absence for the purpose of furthering his/her education is not considered to be on educational leave with pay, but on a personal leave of absence.

During the period of professional leave with pay the university will continue to make contributions to the employee's retirement and insurance programs. All other benefits will continue during the period of approved professional leave, including the accrual of annual and sick leave proportionate to the employee's appointment prior to the approval of the leave. Funding will be internal from the employee's college, campus, division or unit.

While on professional development leave, the employee may, with appropriate approvals, continue to receive previously approved funds for travel, living expenses, and other professional development leave-related expenses, including those from the university and/or other sources, such as fellowships, contracts and grants to assist in accomplishing the purposes of this leave. Receipt of funds for these purposes shall not result in reduction of the employee's university salary; however, if financial assistance is received in the form of salary, the university shall normally reduce proportionately the amount paid in salary.

Employment unrelated to the purpose of the professional leave is governed by the provisions of all applicable laws, regulations, policies, and procedures pertaining to outside activity and conflict of interest.

Professional/educational development leave may be full-time or part-time, depending on the purpose of the leave. Normally, such a leave will not exceed six (6) months.

Delegation of Authority - The Vice President may determine the number of professional leaves in his/her area to be approved each fiscal year. This may be delegated to each dean/director for his/her respective area of responsibility. Generally, no more than one employee in a college, campus, division or unit may be approved for leave at the same time. Each vice Presidential area will be responsible for developing the application process.

Obligation Upon Return to Work - Unless a written agreement to the contrary is executed prior to participation, the following applies: Upon completion of the leave, the employee is required to return to work for twice the length of time for which the leave was approved. An employee who fails to complete the service requirement will normally return to the university the salary received during the leave. Exceptions may only be made by the Vice President. An employee who fails to spend the leave time as stated in the application shall reimburse the university salary and any other payments or benefits provided by the university during the leave. Upon completion

of the leave, the employee shall provide to the Vice President or designee a brief report of the employee's accomplishments during the professional leave and how those accomplishments may be used to enhance the university, college, campus, division or unit.

Eligibility Criteria - At least three consecutive years of service with the university in the Administration and Staff pay plan, irrespective of funding source, provided the terms of a contract or grant through which an employee may be compensated allows for such leave. The purpose of the leave is for professional development to enhance the employee's knowledge and competencies and contribution to the organizational effectiveness of the university and his/her college, campus, division or unit. The university believes the completion of the project, work, or education will improve the productivity or management of the employee's unit or the University; or move the college, campus, division or unit and the university closer to achieving its specific mission or reaching its vision. The employee has not had a professional development leave for at least three years.