



Memorandum of Agreement for Research Leave or Special Leave with Pay (HR form P88)
Office of the Executive Vice President and Provost
as of July 2023

To request research leave, submit this form and attach a narrative description.

The narrative must include:

- (1) A description of the research efforts to be completed during the leave including:
 - a. background and scope
 - b. location(s), description, and activities
 - c. impact and significance of activities
 - d. name of host institution(s), agency, or company (if applicable)
 - e. schedule of activities
- (2) financial arrangements, if applicable (include information about anticipated payments from host institutions or organizations, if any)
- (3) department or college staffing plan (including, but not limited to course coverage arrangements and plans for continued supervision of graduate students)

Questions: Contact Rachel Gabriele, Provost's Office, rachelvg@vt.edu or 231-4508

Please note that this form has two components: 1) Agreement and 2) Promissory Note

Name

Virginia Tech ID number

College

Faculty Rank (e.g., Associate Professor, Professor)

Department

Semester and year of your last study-research leave or research assignment (if applicable)

Type of Leave Requested (check one box only)

- | | |
|--|--|
| <input type="checkbox"/> Research Assignment
(full pay, half year) | <input type="checkbox"/> Study-Research Leave (half pay, half year) |
| <input type="checkbox"/> Study-Research Leave
(half pay, full year) | <input type="checkbox"/> Special Leave
(indicate proportional pay and time) _____ |

Dates of Requested Leave: _____

Where will you be located during your leave?

(if applicable, please include host institution, agency or company) _____

**Please provide one or two sentences summarizing the activities of your requested leave
(for submission to the Board of Visitors):**



Memorandum of Agreement
Office of the Executive Vice President and Provost
as of July 2023

1. In consideration for this leave of absence with pay, I agree to the terms of the attached promissory note agreeing to return to full-time service with Virginia Tech for the specified period of time, or I will repay the pro rata portion of the compensation provided by Virginia Tech during the leave period.
2. For faculty on research assignment or study-research leave: I agree to return to full-time service with the university for a minimum of at least one academic year at the end of the approved leave or to repay the university the salary received plus interest at the rate of 3% per annum. If less than this required period of service is met, repayment is required of the pro rata portion of the compensation provided by the university during the leave period. [I agree to furnish an appropriate description of the work and a report of accomplishments to the provost, my dean, and my department head within 60 days of return to full-time status.](#)
3. For employees on educational leave: I agree to return to full employment in the university for a period twice the time of the approved leave or to repay the university the salary received plus interest. If less than this required period of service is met, repayment is required of the pro rata portion of the compensation provided by the university during the leave period. I agree to furnish Human Resources a copy of the university transcript or other acceptable record, which will show the titles of the courses taken the number of credit hours and the grades received or annotation of progress achieved in the course. If I withdraw from my program of study at a date in advance of the termination of the leave, I will immediately return to full-time employment at Virginia Tech.

Memorandum of Agreement Approval for faculty employee:

Faculty Member signature	Date
Department Head signature	Date
Department Head name (please print)	
Dean signature	Date
Executive Vice President and Provost signature	Date

Next section to be completed by department/school HR/fiscal officer

Position Number:		Leave Start Date:	
Department Number:		Leave End Date:	

	Original / Present	Requested
Base Salary	\$	\$
Administrative Stipend (greater than one year)	\$	\$
Eminent Scholar Stipend	\$	\$
Cost of Living Stipend	\$	\$
Other	\$	\$
Total Annual Salary	\$	\$

Academic Year Appointment:

fall term leave dates are August 10 – December 24;
spring term leave dates are December 25 – August 9

Calendar Year Appointment:

fall term leave dates are June 25–December 24;
spring term leave dates are December 25–June 24.

Research Conversion Appointments:

for questions regarding these dates,
please contact your department's fiscal
office.



Promissory Note
Office of the Executive Vice President and Provost
as of July 2023

On (date of end of leave): _____ for value received, the undersigned promises to pay Virginia Polytechnic Institute and State University (Virginia Tech), at Blacksburg, Virginia, or order, the following sum (plus any applicable salary actions processed during the leave period) plus 3% interest compounded annually, the interest to accrue at the date the leave is terminated: \$_____

1. Faculty study-research leave or research assignment: This note and interest will be canceled in its entirety by the return of the faculty member to full-time service with Virginia Tech for a minimum of at least one academic year. If less than this required period of service is met, repayment is required of the pro rata portion of the compensation provided by Virginia Tech during the leave period.
2. Educational leave: This note and interest will be canceled in its entirety by the return of the employee to full-time service with Virginia Tech for a period twice the time of the approved leave. If less than this required period of service is met, repayment is required of the pro rata portion of the compensation provided by Virginia Tech during the leave period.
3. Homestead and all other exemptions, presentment, demand, protest and notice of dishonor are hereby waived by the undersigned.
4. If this note is not paid at maturity and is collected by suit or attorney, the employee hereof agrees to pay in addition to the amount of this note 30 percent collection or attorneys' fee, said amount being agreed upon as a reasonable fee for collection.
5. The holder of this note may grant to any person liable for the payment of the debt evidenced hereby extensions of the time of said debt, or any part thereof, without notice to any other person, and no such extension shall impair or affect the liability of any person responsible for the payment of said debt.
6. The principal amount listed is the total estimated amount, which will be advanced to the undersigned in semi-monthly installments during the period of leave of absence; if a greater or lesser amount is received, the principal amount will be adjusted to the amount actually paid by Virginia Tech as of the termination of the leave of absence.
7. This note and interest may be canceled in whole or in part if the employment is terminated by the state, for any reason, prior to completion of the required period of service following the absence, provided the president of the university concurs in such cancellation.
8. In the event of death or approved long-term disability, this note is canceled.

Date signed and witnessed

Signature of employee

Witness to signature