



Request for Educational Leave

Office of the Executive Vice President and Provost
Office of the Vice President for Administration
revised 07/29/16

See Faculty Handbook section 2.9.2 or relevant staff employment policies.
To request educational leave submit this form and attach a narrative description and a current resume or curriculum vitae.

The narrative must include:

- (1) A description of the educational efforts to be completed during the leave,
- (2) financial arrangements, if applicable (include information about anticipated payments from host institutions or organizations)
- (3) department or college staffing plan

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

Employee Name

Virginia Tech ID number

Department

Employee Title/Rank (if applicable)

Senior Management Area/College

Appointment: Academic or Calendar Year

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

Institution, agency, company, and location associated with leave activities

Academic Year Appointment: fall term dates are August 10 – December 24; spring term dates are December 25 – May 9.
Calendar Year Appointment: fall term dates are June 25-December 24; spring term dates are December 25-June 24.

Requested leave period

One or two sentences describing the purpose and location of the educational leave:

Supervisor/Department Head Signature

Date

Director/Senior Management or Dean’s Signature

Date

Executive Vice President and Provost’s Signature or
Vice President for Administration Signature

Date