



Memorandum of Agreement for Research Leave or Special Leave with Pay (HR form P88)
Office of the Executive Vice President and Provost
Revised June 2018

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

The narrative must include:

- (1) A description or 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
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

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
Department Date of Approval by Board of Visitors

Location associated with requested leave activities? (if applicable, please include host institution, agency or company)

Dates of Requested Leave

Academic Year Appointment: fall term leave dates are August 10 - December 24; spring term leave dates are December 25 - May 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

Leave Type (check one box only)

- Study-Research Leave (half pay, full year)
Research Assignment (full pay, half year)
Study-Research Leave (half pay, half year)
Special Leave (indicate proportional pay and time)

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

One or two sentences summarizing the goal of the requested leave (for submission to the Board of Visitors):



Memorandum of Agreement
Office of the Executive Vice President and Provost
Revised April 2018

- 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.
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.

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



**Promissory Note**

Office of the Executive Vice President and Provost  
Revised April 2018

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.

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Date signed and witnessed

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Signature of employee

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Witness to signature