



Change to Approved Research Leave or Special Leave with Pay
Office of the Executive Vice President and Provost
Revised December 2021

Please note that this form has two components: this change form and a Promissory Note. Once signed and submitted, Human Resources will update the current P4B to reflect this change to an approved research leave.

Submit completed form to Rachel Gabriele, Provost's Office, rachelvg@vt.edu.

Name, Last 4 digits of Virginia Tech ID number, College, Faculty Rank, Department, Dates of REVISED Requested Research Leave, REVISED Leave Type (check one box only)

If the activities of your revised leave have changed from the original request, please provide one or two sentences summarizing the revised goal of this research leave:

- 1. In consideration for this leave of absence with pay, I agree to the terms of the attached promissory note...
2. For faculty on research assignment or study-research leave: I agree to return to full-time service with the university...

Change of Research Leave Approval:

Faculty Member signature, Date, Department Head signature, Date, Dean signature, Date, Executive Vice President and Provost signature, Date



Promissory Note
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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