VIRGINIA TECH.

Faculty members wishing to take leave from their duties without salary may request such leave from the provost or senior vice president and chief business officer, depending upon the reporting structure, on the recommendation of the department head or chair and the dean (or appropriate administrator). The period of requested leave cannot exceed two years. The request must be made with sufficient notice to allow time to secure a qualified replacement. The request should include the reason for the leave, whether for personal reasons or because of opportunity for further professional development.

When leave approval is granted, a date is specified by which any request for extension of the leave or notification of intent not to return to the university at the conclusion of the leave is required. The granting of the leave or of any extension is dependent on the interests of the university and those of the faculty member. Consult with Human Resources to determine what benefits may be purchased.

Please submit this completed form to facultyaffairs@vt.edu for review and approval by the Office of the Executive Vice President and Provost.

Faculty Member Name _____

Faculty Member VT ID Number _____

Faculty Member Department _____

Dates of Proposed Leave _____

Is this an extension of a previously-approved Leave Without Pay?

Reason(s) for Leave Without Pay

| |
| |
| |

Approvals:

_____   _____
Department Head signature   Date

_____   _____
Dean signature   Date

_____   _____
Executive Vice President and Provost signature   Date

Once approved, this signed form will be sent to the faculty member, department, and dean as confirmation of approval, at which point the department should generate the P4B to submit to HR.
Please send a copy of the signed P4B to facultyaffairs@vt.edu once it has been submitted to HR.

TO BE COMPLETED BY PROVOST'S OFFICE UPON APPROVAL:

It is important to keep the department chair informed of your plans; therefore, please notify:

as early as possible, but no later than _____ of your plans for _____ .