VIRGINIA TECH

Request for Leave Without Pay

Office of the Executive Vice President and Provost
updated September 2024

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, chair, or school director 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 Faculty Affairs (facultyaffairs@vt.edu) for review and approval by the Office of the Executive Vice President and Provost.

Faculty Member Name _____

Faculty Member Rank/Title _____

Last 7 digits of 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, a letter 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 Faculty Affairs (facultyaffairs@vt.edu) once it has been submitted to HR.**