



**Memorandum of Agreement for Educational Leave (HR Form P88)**

Office of the Executive Vice President and Provost  
Office of the Senior Vice President and Chief Business Officer  
Revised January 2024

See Faculty Handbook section 2.18.2 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

**Please note that this form has two components: 1) Agreement and 2) Promissory Note**

Employee Name	Last 7 digits of Virginia Tech ID number
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Senior Management Area/College	Employee Title/Rank (if applicable)
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Department	Appointment: Academic or Calendar Year
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Institution and location associated with **requested** educational leave activities

Dates of Requested Leave

Proportional Pay/Time *(usually somewhere 50-100%)* \_\_\_\_\_

Semester and year of your **last** educational leave (if applicable)

One or two sentences summarizing the goal of the requested leave:



**Memorandum of Agreement**  
Office of the Executive Vice President and Provost  
Revised January 2024

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. 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. If less than this required period of service is met, repayment is required of the pro rata portion of the compensation provided by the university during the leave period. I agree to furnish Human Resources a copy of the university transcript or other acceptable record, which will show the titles of the courses taken the number of credit hours and the grades received or annotation of progress achieved in the course. If I withdraw from my program of study at a date in advance of the termination of the leave, I will immediately return to full-time employment at Virginia Tech.

**Memorandum of Agreement Approval for employee:**

_____ Employee signature	_____ Date
_____ Supervisor/Department Head signature	_____ Date
_____ Supervisor/Department Head name (please print)	
_____ Director/Senior Management or Dean signature	_____ Date
_____ Executive Vice President and Provost or Vice President for Administration signature	_____ Date



**Promissory Note**  
Office of the Executive Vice President and Provost  
Revised December 2021

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 of 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