

## Sabbatical Request for Fulbright or Similar Award

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Employee name: \_\_\_\_\_ EMPLID: \_\_\_\_\_

Campus: \_\_\_\_\_ Department: \_\_\_\_\_ Discipline: \_\_\_\_\_

Rank: \_\_\_\_\_ Original appointment date: \_\_\_\_\_

Dates of previous sabbatical leave: \_\_\_\_\_

Dates of previous educational leave with pay: \_\_\_\_\_

Dates of requested sabbatical leave: \_\_\_\_\_

Amount of salary: \_\_\_\_\_

*(Maximum of ½ salary in effect the day prior to the beginning day of requested leave)*

### JUSTIFICATION

Purpose of sabbatical leave for Fulbright or Similar Award

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If additional space is required, please attach separate sheet.

### AGREEMENT

1. I agree to furnish a written report summarizing project accomplishments through the Provost/Vice President (if appropriate) to the College President.
2. I agree to serve twice the time of the approved leave with pay at the College after return from leave with pay.
3. I agree to sign the promissory note (see reverse).

\_\_\_\_\_  
Date of Leave Request

\_\_\_\_\_  
Provost/Vice President Approval

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Human Resources Approval

\_\_\_\_\_  
Dean/Director/Supervisor Approval

\_\_\_\_\_  
President Approval

## Promissory Note

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This is an agreement entered on \_\_\_\_\_ for the payment of salary received by \_\_\_\_\_ while on sabbatical leave from Northern Virginia Community College.

On \_\_\_\_\_ (beginning date of leave), for value received, the undersigned promises to pay upon demand as hereinafter provided to the Commonwealth of Virginia, Northern Virginia Community College, or order, the sum of \$ \_\_\_\_\_ (gross amount of salary received while on leave) plus three (3) percent interest compounded annually, the interest to accrue at the date leave is terminated.

- (a) The principal amount listed is the total estimated amount which will be advanced to the undersigned in semi-monthly installments during the period of sabbatical leave; if a greater or lesser amount is received, the principal amount will be adjusted to the amount actually paid by Northern Virginia Community College as of the termination of the sabbatical leave.
- (b) Homestead and all other exemptions, presentment, demand, protest, and notice of dishonor are hereby waived by the undersigned.
- (c) If this note is not paid at maturity, the maker hereof agrees to pay in addition to the amount of this note all collection costs and twenty-five (25) percent collection or attorney's fees, said amount being agreed upon as a reasonable fee for collection.
- (d) 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 such debt.
- (e) This note and interest will only be canceled in their entirety by the immediate return of the employee to the Virginia Community College System on his/her first scheduled workday after completion of the period of sabbatical leave for a period equal to twice that of the period of absence. If the employee returns to the Virginia Community College System for a lesser period of service, he/she must repay within one year following termination of employment (on a pro-rata basis) the portion of the note which has not been fulfilled by employment.
- (f) This note and interest may be canceled in whole or 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 College President, the Chancellor and the State Director of Personnel concur in such cancellation. In the event of death or state-approved disability retirement, this note is canceled.
- (g) Right is reserved to pay this note in whole or in part, at any time prior to maturity,

Signed and witnessed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Witness to Signature

\_\_\_\_\_  
Signature