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| **Logo 022** | **APPLICATION TO****USE BANKED OVERLOAD HOURS** |

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| Faculty Name: |  | Date: |  |
|  |
| ID#: |  | Department: |  |

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| **🞎** | **REQUEST TO USE BANKED LEAVE TO MEET CONTRACT LOAD** | #LHE |
| **🞎** | Due to a cancelled class this semester ([ ]  Fall [ ]  Spring Year: 20    ), I wish to use banked overload to meet my contract load obligation.  |       |
|  |  |  |
|  | Originally scheduled load: |       | LHE  | Cancelled Class(es): |       | LHE  | Cancelled Class(es) CRN(s): |       |
|  |  |  |  | #LHE |
| **🞎** | Due to an emergency situation this semester ([ ]  Fall [ ]  Spring Year: 20   ), I wish to use banked overload to meet my contract load obligation.  |       |

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| **🞎** | **REQUEST FOR LEAVE OF ABSENCE** ***(Must be received in HR by Monday of 3rd week of semester preceding the semester of leave)***  |
|  |  |  | Session | Year |  # LHE |
|  | I request to take Banking Leave for the following: | [ ]  Fall [ ]  Spring |  20    |       |
|  |  |  |  |  |
|  | I certify that I have banked enough time to qualify for leave as requested. |  |  |
|  | Faculty Signature: |  | Date: |       |

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| **ADMINISTRATION APPROVAL:** |
|  Program needs will be met during absence: [ ]  Yes [ ]  No |
| Leave approved: |  |
|   Dean: |  | [ ]  Approved [ ]  Denied | Date: |  |
|  |  |  |  |  |
| Vice President: |  | [ ]  Approved [ ]  Denied | Date: |  |
|  |  |  |  |  |
| [Forward signed form to Human Resources] |  |  |  |
| Board of Trustees: | [ ]  Approved [ ]  Denied | Date: |

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| **Human Resources Certification:** |  |  |  |
| Current banked hours: |  |  Approved LHE to use: |  |  Banked LHE Balance:  |  |  |
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| **🞎** | **REQUEST FOR PAY FOR BANKED HOURS**I am separating from Mt. San Antonio College due to: [ ]  Resignation [ ]  Retirement |
|  | I wish to be paid for banked hours as indicated below at the part-time rate in effect at the time of separation from the District. (See Banking Leave section in current contract.) |

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| **Human Resources Certification:** |  |  |  |
| Banked hours: |  |  LHE X | $ |  Current Rate = | $ | Total |
|  |  |  |  |  |  |  |

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|  | Faculty Signature: |  | Date: |  |
|  |

HR Distribution:

|  |  |  |
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| □ Human Resources | □ Fiscal Services | □ Employee |
| □ Payroll | □ Division Dean |  |