

# SALARY AND LEAVES COMMITTEE

## 2018-19

### APPLICATION TO USE BANKED OVERLOAD HOURS

Faculty Name: \_\_\_\_\_ Date: \_\_\_\_\_

A#: \_\_\_\_\_ Department: \_\_\_\_\_

#### ☐ REQUEST FOR LEAVE OF ABSENCE

(Must be received in HR by Monday of 3rd week of semester preceding the semester of leave.)



**Pending the approval of my request to take a sabbatical leave**

I request to take Banked Leave for the following:

☐ Fall ☐ Spring \_\_\_\_\_ Year \_\_\_\_\_ #LHE \_\_\_\_\_

I certify that I have banked enough time to qualify for leave as requested.

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### ADMINISTRATION APPROVAL:

☐ I certify that this leave will not be detrimental to the department.

Leave approved:

Dean: \_\_\_\_\_ ☐ Approved ☐ Denied Date: \_\_\_\_\_

Vice President: \_\_\_\_\_ ☐ Approved ☐ Denied Date: \_\_\_\_\_

[Forward signed form to Human Resources]

Board of Trustees: ☐ Approved ☐ Denied Date: \_\_\_\_\_

#### Human Resources Certification:

Current banked hours:

Approved LHE to use:

Banked LHE Balance:



#### 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.)

#### Human Resources Certification:

Banked hours: \_\_\_\_\_ LHE X \$ \_\_\_\_\_ Current Rate = \$ \_\_\_\_\_ Total

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Human Resources  
☐ Payroll

☐ Division Dean  
☐ Employee