



APPLICATION TO BANK OVERLOAD HOURS

Faculty Name: _____ Date: _____

A#: _____ Department: _____

REQUEST TO BANK OVERLOAD HOURS (30.0 LHE maximum banked per individual)

Form must be received in appropriate Vice President/Provost's Office by:

- Two weeks prior to the start of the term in which the course is being taught.
- If there is a change in the instructor's load after this deadline, then the banking form request may be submitted within one week of the aforementioned change.

Year: _____ Select one: ☐ Fall Semester ☐ Winter Intersession ☐ Spring Semester ☐ Summer Intersession

Reassigned Time from Special Assignment	Total Allocated	LHE to Bank

Course Number/Class Name	CRN	Course Total LHE	LHE to Bank

Faculty Signature: _____ Date: _____

ADMINISTRATION APPROVAL:

Banking approved:

Dean: _____ ☐ Approved ☐ Denied Date: _____

Vice President: _____ ☐ Approved ☐ Denied Date: _____

Division Office Certification: (Attach ARGOS report SIR0056)

Current banked LHE: _____ Approved LHE to bank: _____ Banked LHE Balance: _____ LHE

Distribution

- ☐ Human Resources
- ☐ Fiscal Services
- ☐ Division
- ☐ Employee



BANKED OVERLOAD HOURS

PROCEDURES FOR CONTRACT FACULTY
FACULTY AGREEMENT, SECTION 16.M

1. Excess LHE beyond the annual 30 LHE contract load may be banked. This applies to regular credit overload classes and assignments or extra duty assignments that are an extension of a regular assignment.
2. A faculty member wishing to bank overload hours must complete an **“Application to Bank Overload Hours”** form and must have it approved by the appropriate dean or immediate administrator and the appropriate Vice President. Only tenured faculty are eligible to take banking leave.
3. Application for a semester leave: application must be submitted with appropriate signatures no later than the Monday of the 3rd week of instruction in the semester before the intended banked leave.
4. Application for a full-year leave: application must be made with appropriate signatures a year in advance (no later than the Monday of the 3rd week of instruction of the Fall semester for a leave beginning the following Fall semester and no later than the Monday of the 3rd week of Spring for a leave beginning the following Spring semester).
5. LHE earned beyond contract load may be considered for banking. Summer and winter intersession LHE may also be banked (using appropriate process and form).
6. The ratio of banked hours to leave time is 1:1. For example, 15 LHE must be banked to take a semester of banked leave.
7. Banked hours must be accumulated before the faculty member can be granted the use of banked leave. The total amount of banked time for any individual faculty member **may not exceed 30 LHE**. Faculty may take banked leave for one class, one semester, or a full year. The maximum leave shall be a full year (two semesters) in a four-year period.
8. There are no restrictions on the use of the banked leave time; it may be used for professional or personal reasons.
9. If the faculty member requests payment for banked hours upon separation from the District, he/she will be paid using the appropriate hourly rate in effect at the time of separation from the District. In the event of retirement, resignation, or death of the employee, the total payable hours earned will be paid at one hundred percent value.
10. Banking leave shall count toward retirement and be considered as regular service to the District for purposes of advancement on the salary schedule; however, the time on banked leave will not count toward sabbatical eligibility.
11. There is no implied guarantee that overload assignments will be available for faculty.
12. If an overload class is canceled after it has begun, the banking application for that particular class will be voided and the faculty member will be paid only for hours worked.
13. Request to use banked time is subject to Administration approval. In the case of approval for a full year of banked leave, banked leave replacement shall only be filled with hourly assignments. There shall be no more than one (1) unit member from a department that shall be approved for a full year of banked leave in any given year.