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

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

|  |  |  |
| --- | --- | --- |
| **🞎** | **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.  |  |

|  |  |
| --- | --- |
| **🞎** | **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: |  |

|  |
| --- |
| **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: |

|  |  |  |  |
| --- | --- | --- | --- |
| **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: |  |
|  |

HR Distribution:

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