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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:

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