

Santa Clarita Community College District

Request to Use Banked Leave

Complete and sign Section A of this form. This request is due to the Office of Instruction at least 90 days prior to the beginning of the semester.

SECTION A: Leave Request

Employee Name _____ Employee ID # _____

Check here if requested leave is for semester and is equal to 15 TLUs/hours or approximately 616 hours (non-instructional):

Load Reduction: I request that ___ TLUs/hours from my banked TLUs/hours be used during the following semester:

(Check on semester) Fall Spring 20_____ Year

If applying for load reduction,

- (a) The unit member is not excused from responsibilities enumerated in Article 12.
- (b) Load reductions in excess of 40% must be approved by the CIO or designee.
- (c) Unit members on a load reduction may not work or be paid for an overload assignment.

If applying for banked load leave for one semester,

- (a) A banked load of 15 TLUs or 616 hours is required for one (1) semester leave.
- (b) Sabbatical leaves have priority over banked leaves.
- (c) The District reserves the right to postpone approval of a request for utilization of a banked load if such utilization would jeopardize the education program in the unit member's discipline.
- (d) The District also reserved the right to postpone approval of a request for utilization of banked load credit if a suitable replacement is not available, or if the replacement represents an added cost to the District.
- (e) If a leave is denied, the unit member shall be guaranteed the leave within four (4) semester following the initial request.

Non-Binding Load Withdrawal Plan:

 Employee Signature _____
 Date

Section B: Leave Approval

Approved Denied Reason if denied:

 CIO Signature _____
 Date

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|---------------|----------|---------------------|
| Distribution: | Original | -Payroll |
| | Copies | -Human Resources |
| | | -Instruction Office |
| | | -Employee |
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For Payroll Services Use Only:
 Date Received _____ Pay Rate in Effect _____