

## Appendix H-1

### Santa Clarita Community College District

### Faculty Load Bank Application

*A completed and signed form is due to the Office of Instruction or the Office of Student Services for Counselors by the end of the first week of instruction of the overload class.*

Employee Name \_\_\_\_\_ Employee ID# \_\_\_\_\_

I request that my overload hours for the class(es) listed below be banked in lieu of receiving payment:

Academic Year: \_\_\_\_ Check One Term: Fall ☐ Winter ☐ Spring ☐ Summer ☐

#### *Instructional Courses*

Section #	Course Number and Title	Total Number of Hours/TLUs for the course	Banked TLUs/Hours
EX: 60873	Psych 101	3 units	1 unit

Instructional Faculty: I understand that I can bank up to 10 TLUs (instructional unit member) during Fall or Spring semester. I understand I can bank up to 5 TLUs in Summer or Winter intersession if I didn't bank during the preceding Fall or Spring semester. In the event that any of the above classes are cancelled or that I cannot complete the class, the agreement for that class will be cancelled and I will be paid for any hours I taught.

#### *Non-instructional Hours*

Total Number of Hours intended to work during the course of the academic year.	Total number of hours intended to be Banked
EX: 1500 Hours	114 hours

Non-instructional Faculty: I understand I can bank up to 10 TLUs or 30% of total hours (407 hours) during the Fall or Spring semester. 58% of accrued hours for load banking must be student contact hours as defined in Article 12.H. No more than 20% of total hours may be banked in one semester. I understand my load bank balance cannot exceed 861 hours at any time. I understand that one (1) TLU is equal to 41 hours. In the event that any of the above classes are cancelled or that I cannot complete the class, the agreement for that class will be cancelled and I will be paid for any hours I taught.

***Release Time***

Total release time given in the term	Total TLUs/hours to be banked
EX: 100%	3 TLUs

If a faculty member banks reassign time, the faculty member must note the part that will be banked based on the number of TLUs or hours that will be banked from that reassign time. I understand I can bank release time if the total release time is greater than sixteen (16) TLUs in a semester. I understand my load bank balance cannot exceed 21 TLUs at any time.

Should a full-time unit member resign, retire, die, or otherwise separate from employment with the District, the total value of his/her accumulated banked hours shall be paid at the overload rate at which the time was banked to the unit member or his/her beneficiary(ies) in a timely manner.

_____	_____
Employee Signature	Date
_____	_____
CIO Signature	Date

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**Distribution:** Original: Instruction Office  
Copies: Human Resources, Business Services, Payroll, Employee