

Santa Clarita Community College District
Faculty Load Bank Application

A completed and signed form is due to the Office of Instruction by the end of the first week of the semester in which the class begins.

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 Semester:** Fall Winter Spring Summer

| Subject | Section # | Course Number and Title | Total Number of Hours/TLUs | Banked TLUs/Hours ** |
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**Non-instructional faculty will attach a detailed record of semester hours to be worked.

I understand that I can bank up to 10 TLUs (instructional unit member) or 30% of total hours (non-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. 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. 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.

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.

Non-Binding Load Withdrawal Plan:

Employee Signature

Date

CIO Signature

Date

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