

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 a semester and is equal to 15 TLUs or approximately 616 hours: ☐

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

Distribution:

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