Clear Form

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:

Check one semester ◯ Fall ◯ Spring 20 ____ Year

Subject	Section #	Course Number and Title	Total Number of Hours/TLUs	Banked TLUs/Hours **

**Non-instructional faculty will attach a detailed record of semester hours to be worked.

I understand that I cannot bank more than 6 TLUs (instructional) or 20% of total hours (non-instructional) during one (1) semester without prior approval of the CIO. 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. I understand that I may accumulate no more than the equivalent of one semester of load hours. 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 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: Payroll
Copies: Human Resources
Instruction Office
Employee

For Payroll Services Use Only:
Date Received: _____ Pay Rate in Effect _____