

APPENDIX K

LOAD BANKING FORM

Application for Load Banking and Credit Leave¹

Instructor Name: _____ Employee #: _____ Discipline: _____

Instructor Approval: _____ Date: _____

Chair Approval: _____ Date: _____

Dean Approval: _____ Date: _____

Vice President of Academic Affairs Approval: _____ Date: _____

Load Banking Plan – Courses to be Banked²:

Semester/Session Date for Banking	Course Name and Number	Number of Units/Hours for Banking	Banking Completed (date)	Comment (attach additional sheets)

Total Load Bank Credits to be earned³: _____

From: _____ To: _____
Semester Year Semester Year

Will this Load Credit Leave be combined with a Sabbatical Leave⁴: Yes No

Will this be a half time or full-time Load Credit Leave⁵: half full

Additional Hours of Load Credit Earned to be eligible⁶: _____

Date this **Application for Load Banking Credit** expires⁷: _____

¹The request must be submitted to the faculty member's department chair (with a copy to the Vice President) in writing at least four months before the start of the Academic term during which the faculty member proposes to take the reduced assignment or Load Credit Leave.

²An instructor may only bank assignments that are beyond his/her standard assignment. Credits are banked in lieu of pay. During any term, no less than 1 standard hour nor more than the maximum listed in the table in Art. 39D may be banked.

³The maximum amount of Load Credit that may be accumulated is equal to the number of hours of load credit needed to permit the faculty member to receive a full-time Load Credit Leave for one academic term.

⁴The Vice President in consultation with the program or department chairperson will determine if the approval of the request will seriously impair the operation of the faculty member's program or department. If so, a delay in approving the leave may be made for up to one year.

⁵A faculty member's request for Load Credit will include a leave (half-time or full-time) of one hour of load credit for each hour per week of leave plus an additional number of load credits as defined in Article 39, F.3.

⁶As per Article 39, F.3.

⁷Each hour of load credit earned under Article 39 shall expire if it is not used to receive a reduced assignment or load credit within seven years following the end of the academic term during which it was earned.