

Santa Clarita Community College District  
**Request to Use Banked Leave**  
**Instructional Faculty**

*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. This deadline can be altered with approval from the CIO to accommodate circumstances beyond the faculty member's control.*

**SECTION A: Leave Request**

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

Fall     Spring    20\_\_\_\_ Year

Full semester leave (15 TLUs)

Load Reduction: I request that \_\_\_\_\_ TLUs be removed from my banked leave to reach 15 TLUs for the semester listed above. Please see Article 11.B.5.c for instances where a full load may be reached by a total of 14 units.

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 is required for one (1) semester leave. Please see Article 11.B.5.c for instances where a full load may be reached by a total of 14 units.

(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) semesters following the initial request.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Section B: Leave Approval**

Approved     Denied    Reason if denied: \_\_\_\_\_

\_\_\_\_\_  
CIO Signature

\_\_\_\_\_  
Date

**Distribution:**

Original: Instruction Office/Student Services Office

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