

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

Complete and sign Section A of this form.

For Counseling Faculty, this request is due to the Vice President of Student Services at least 90 days prior to the beginning of the semester.

For Librarians, 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 (616 banked hours)

Load Reduction: I request that _____ hours be removed from my banked leave to reach 616 hours for the term listed above.

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 (for Librarians) or CSSO (for Counselors), or their designees.
- (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 616 hours is required for one (1) semester leave.
- (b) 1 TLU is equal to 41 hours
- (c) Sabbatical leaves have priority over banked leaves.
- (d) 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.
- (e) 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.
- (f) 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 or CSSO Signature

Date

Distribution:

Original: Instruction Office/Student Services Office
Copies: Human Resources, Business Services, Payroll, Employee