



MODESTO JUNIOR COLLEGE

APPLICATION TO BANK HOURS

Consistent with the provisions of the YCCD/YFA negotiated agreement, I hereby request to bank the following overload class for credit toward a future leave (including sabbatical). I have read the terms and conditions applicable to this request as listed in Article 10 of the YFA Contract, and I agree to abide by the same.

Faculty Name: *(Please Print)* _____

Semester: _____ Course: _____ Section: _____

Number of Hours Banking: _____

Comments: _____

 Signature of Faculty Member

 Date

 Signature of Division Dean

 Date

 Signature of Vice President for Instruction

 Date

<i>Instruction Office Use Only:</i>	Datatel ID#:
Hours banked this term:	
Account number:	
Total banked to date:	
VERIFIED BY:	

Original: Vice President for Instruction – Banking Records

Copies: Faculty Member / Division Dean / H.R. Date Sent: _____

Banking Information/Procedures

(Per Faculty Contract July 1, 2015 - June 30, 2016)

ARTICLE 10.1 GUIDELINES EARNING LEAVE CREDIT

10.1.1 A faculty member must request in writing the banking option for a particular term and indicate that the credit is to be applied to a banking leave.

10.1.2 The maximum credit that could be earned in any term is six (6) hours. Faculty may bank a total of 9 hours per year. Classes which meet for more than three hours per week may be partially banked and partially reimbursed.

10.1.3 Full-time leaves will require an earned credit equivalent to a faculty member's full load.

10.1.4 No more than an amount equivalent to a faculty member's semester load may be accumulated. When that point is reached, banking is no longer an option for that faculty member until that credit has been used.

ARTICLE 10.2 USING LEAVE CREDIT

A Banking Review Committee will be established at each college. Their members will include two faculty appointed by YFA, two faculty appointed by the respective college's Senate, and two administrators appointed by the YCCD.

Using the following guidelines, these committees will review the entire set of requests to ensure compliance and equity and will make recommendations to the President, who will review these and forward them to the Chancellor for final approval.

10.2.1 The maximum number of banking "credits" used by all faculty during any one year is limited to 15 FTEs at MJC and 3 FTEs at Columbia.

10.2.2 A leave may be requested in partial increments.

10.2.3 The Banking Review Committee will ensure that:

- a. The request has been reviewed and commented upon by the faculty in the program area affected and representatives of the administration.
- b. The banking leave will not adversely affect the program/service area.
- c. That approved sabbatical leave requests in that program area have been given priority.

10.2.4. Once a leave is requested, reviewed, and approved, it will be honored on a first come, first-served basis. In the event of "ties," a lottery system will be used. Waiting lists may be established and carried forward to succeeding years so appropriate planning can occur.

10.2.5 Cashing Out Banked Hours

- a. Banked hours remaining on the books at the time of separation from the District will be "cashed out." Banked hours may not be cashed out for any other reason.
- b. The dollar amount to be cashed out at time of separation from the District will be calculated using the certificated overload hourly schedule in effect at the time the hours were banked.

ARTICLE 10.3 OTHER BANKING ISSUES

10.3.1 It is understood that the administration reserves the right to determine how a position left vacant by a banking leave will be replaced. In general, this will be with part-time staff.

10.3.2 While a faculty member is on a banking leave, that time period does not count toward eligibility for a sabbatical leave.