



MODESTO JUNIOR COLLEGE

APPLICATION TO USE BANKED HOURS

Consistent with the provisions of the YCCD/YFA negotiated agreement; I hereby request to use the following credit hours of banked leave. I have read the terms and conditions applicable to this request as listed on page 2, in Article 10 of the YFA Contract and I agree to abide by the same.

Faculty Name: *Please Print* _____ I have discussed this request with the Division Dean
initials

Requested Semester / Year: _____

Requested Number of Hours: _____ Load %: _____

How will your program/service area accommodate your absence? (provide attachments if necessary). **(Response Required)**

Administrative comments: _____

Signature: Faculty Member _____
Date

Signature: Division Dean* _____
Date

Signature: Vice President of Instruction ^ _____
Date

* *Note to Division Dean:* Please identify **replacement** assignments as **REPB** in Ellucian-Colleague and enter banked leave information in FAOA screen. _____ **initials**

^ *Note to Faculty Member:* Conditional approval pending Banking Review Committee approval.

<u>Instruction Office use only:</u>	Datatel ID#:
DATE/TIME RECEIVED	COMMITTEE ACTION REVIEW DATE: _____ APPROVED: _____ DENIED: _____
<i>Banked leave hours verified by Instruction Office Specialist:</i>	
<i>Date Sent:</i> _____ <i>(Conditional)</i>	<i>Initial & Date</i>
<i>Date Sent:</i> _____ <i>(Final Committee Action)</i>	

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.

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.