



# 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 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   
 *initials* Division Dean

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

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

Signature: Vice President of Instruction ^ \_\_\_\_\_

\_\_\_\_\_ Date

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

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