

BANKED LEAVE BASICS

(for Policy, refer to YFA contract-Article 10)

APPLICATION TO BANK HOURS

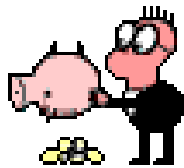
→ **GREEN FORM**

- Full-time faculty may choose to bank overloads.
- Maximum banking allowed: 6 hours per semester
9 hours per academic year
- Maximum accumulation = total workload hours for one semester
- Deadline to submit form to the Instruction Office: 5 pm on the first day of each semester



APPLICATION TO USE BANKED HOURS

→ **YELLOW FORM**



- Banked leaves may be requested as a full semester, or in partial increments
- Banked hours may be used for sabbatical payback
- Deadline for faculty to submit form to Division Dean: For Spring semester, the earliest the form may be submitted to the Dean is **July 1st** with approval notification no earlier than **October 1st** for the following Spring semester. For Fall semester, the earliest the form may be submitted to the Dean is **December 1st** with approval notification no earlier than **March 1st** for the following Fall semester.

- Deadline to submit form to the Instruction Office:

Nov. 15th for Spring semester.**

April 1st for Fall semester.**

** 2 week exception of requests to cover load.

- Banking Review Committee will meet:
 - Mid December for following Spring semester approval.
 - Mid April for following Fall semester approval.
 - Mid August for current Fall semester

CASHING OUT BANKED HOURS

- Banked hours may be “cashed out” when a faculty member resigns, retires, or takes promotion to management, *but not at any other time.*

BANKED LEAVE NOTIFICATIONS

- Banked leave hours can be accessed through PiratesNet and StaffNet.
- In addition, Instruction Office Specialist can provide balance information at any time during the year.

QUESTIONS

- Call Instruction Office Specialist, ext. 6413.