



# Load Banking Form (Application for Load Banking and Credit Leave)

**Instructions:**

The request must be submitted to the faculty member’s Department Chair (with a copy to the Vice President) in writing at least four months before the start of the Academic term during which the faculty member proposes to take the reduced assignment or Load Credit Leave.

**Courses to be Banked:** An instructor may only bank assignments that are beyond their standard assignment. Credits are banked in lieu of pay. During any term, no less than 1 standard hour nor more than the maximum listed in the table in Art. 39D may be banked.

**Total Load Bank Credits to be Earned:** The maximum amount of Load Credit that may be accumulated is equal to the number of hours of load credit needed to permit the faculty member to receive a full-time Load Credit Leave for one academic term.

**Load Bank Sabbatical Combination:** The Vice President in consultation with the program or Department Chairperson will determine if the approval of the request will seriously impair the operation of the faculty members program or department. If so, a delay in approving the leave may be made for up to one year.

**Half-time of Full-time Load Credit Leave:** A faculty member’s request for Load Credit will include a leave (half-time or full-time) of one hour of load credit for each hour per week of leave plus an additional number of load credits as defined in Article 39, F.3.

**Eligibility:** As per Article 39, F3.

**Expiration of Load Banking Credit:** Each hour of load credit earned under Article 39 shall expire if it is not used to receive a reduced assignment or load credit within seven years following the end of the academic term during which it was earned.

**Load Banking Plan – Courses to be Banked:**

Semester or Session Date for Banking	Course Name and Number	Number of Units or Hours for Banking	Banking Completed (date)	Additional Comment Sheets Attached?
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes

Semester or Session Date for Banking	Course Name and Number	Number of Units or Hours for Banking	Banking Completed (date)	Additional Comment Sheets Attached?
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes

Total Load Bank Credits to be earned:

From Semester Year:

To Semester Year:

Will this Load Credit Leave be combined with a Sabbatical Leave:

Yes

No

Will this be a half-time or full-time Load Credit Leave:

Half-time

Full-time

Additional Hours of Load Credit Earned to be eligible:

Date this Application for Load Banking Credit expires:

Employee Name:

Employee Signature:

Date:

**Vice President Processing Status (Choose one):**

Approved

Not Approved

If not approved, provide Comments:

Vice President Name:

Vice President Signature:

Date: