

# BANKED LEAVE BASICS

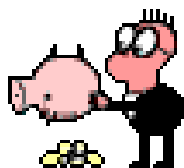
(for Policy, refer to YFA contract-Article 10)

## APPLICATION TO BANK HOURS

- 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



- 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 1<sup>st</sup>** with approval notification no earlier than **October 1<sup>st</sup>** for the following Spring semester. For Fall semester, the earliest the form may be submitted to the Dean is **December 1<sup>st</sup>** with approval notification no earlier than **March 1<sup>st</sup>** for the following Fall semester.
- Deadline to submit form to the Instruction Office:  
  
Nov. 15<sup>th</sup> for Spring semester.\*\*  
April 1<sup>st</sup> 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.