



REQUEST FOR LOAD BANKED LEAVE

The Mt. San Jacinto Community College District Certificated Contract stipulates that Unit Members shall accumulate the equivalent of six (6) classes or 1.2 FTE load taught in conformance with their individual contract qualify for a semester off with pay. These units must be accumulated after the individual contract has been approved.

A Unit Member shall notify his/her immediate supervisor by completing this Request for Load Banked Leave. This form must be submitted to the Supervising Dean no later than the first day of the fall semester for a leave commencing the subsequent spring or the first day of spring semester for a leave commencing the subsequent fall semester.

Every effort shall be made to accommodate a Unit Member's request to utilize a banked leave, however, it is recognized that a leave may be postponed under circumstances in which the absence of the Unit Member would jeopardize the educational program. Postponement of banked leave under this section by the administration shall extend the time, in semester increments, within which such leave must be taken by the same amount of time as the postponement period. The postponement shall be in writing and shall not be arbitrary or capricious.

Date of Request: _____ Discipline/Department: _____

Unit Member Name: _____ Campus: _____

Semester Requested: FALL 20_____ SPRING 20_____

I hereby request to utilize the Load Banking credit I have earned (six (6) classes or 1.2 FTE). I understand that I will receive my regular contract pay during this Load Banked Leave.

Unit Member Signature

Date

Request: **Approved** **Denied - Reason** _____

SIGNATURES

Supervising Dean

Date

Supervising Vice President

Date

Vice President of Human Resources

Date

FOR HUMAN RESOURCES USE ONLY

(To be completed by Human Resources after Load Banked Leave has been approved/taken)

Approved Banked Leave Taken: **FALL 20**_____ **SPRING 20**_____

Distribution: Original: Human Resources -Copies to: Unit Member, Supervising Dean, Supervising Vice President, Payroll