



**REQUEST TO USE BANKED OVERLOAD**  
(Collective Bargaining Agreement, Article V, Section 3.17)

***Instructions:** To request use of banked leave, please fill out the employee section, have your Dean sign and forward to the Academic Affairs office, attention Academic Affairs Specialist. Academic Affairs will complete the balance of the form and implement, if approved. According to Article V, Section 3.17.2c, banked leave may be used to compensate a replacement or replacements for the unit member for a semester or for reducing the unit member's workload by up to 40% for not more than two semesters. As set forth by Article V, Section 3.17.6b, a unit member may use banked leave once in a six-year period for a full semester leave and twice in a six-year period for reduced work load leave. Notification of the use of banked overload earnings must be received before March 1<sup>st</sup> for fall use and October 1<sup>st</sup> for spring use.*

**To be completed by employee (please print):**

_____	_____	_____
ID Number	Name (please print)	Date
_____	_____	_____
Division/Department	Semester/Year	LHE to Use

Complete the following based on the course that was banked:

_____	_____	_____	_____
Semester/Year	CRN	Subject/Number	Title

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

**Academic Affairs Use Only**

Total Class LHE \_\_\_\_\_ Total LHE to Bank/Use \_\_\_\_\_ Cumulative Banked LHE \_\_\_\_\_

Reviewed by Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_

**Payroll Use Only**

$$\left( \frac{\text{LHE}}{\text{Term Length}} \right) = \frac{\text{Payroll Unit}}{\text{Hourly Rate}} \times \$ = \$ \text{Total Earnings for CRN}$$

Reviewed by Payroll \_\_\_\_\_ Date \_\_\_\_\_

**Academic Affairs Use Only**

Vice President of Academic Affairs Signature \_\_\_\_\_ Date \_\_\_\_\_

Processed by Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_