

#### 4.16 BANKING LEAVE

Full-time contract faculty may request a leave of absence based on participation in the Banking Leave program. Full-time faculty may request to be allowed to work beyond contract for the purpose of participating in the Banking Leave program. Banking will be an option available to full-time faculty of the district in lieu of payment. When a full-time faculty member works beyond his/her regular contract or in a summer/intersession assignment, he/she can choose either to bank the extra LHE/hours or to be paid for them at the current part-time salary rate. Continuing education faculty may be granted Banking leave on the basis of teaching hours per week. Banked LHE/hours may be utilized to release the faculty member from a portion of his/her contractual obligation and may be used for professional or personal reasons. If a replacement is necessary, the assignment must be one that is replaceable by part-time staff. A faculty member may not accumulate more than thirty-six (36) LHE/hours of banking leave. The maximum duration of a full-time release will be one semester, unless the faculty member has a medical condition or family situation that requires a leave of greater than one semester, or the faculty member submits written notice to the district that he/she will retire at the end of the banking leave in which case a leave of two consecutive semesters may be granted. A one semester banking leave shall consist of fifteen (15) LHE at contract pay, plus up to six (6) LHE at beyond contract pay. The accumulated banked LHE/hours and the resulting time off have no effect on fringe benefits. Banking leave shall count toward retirement and be considered as regular service to the District for purposes of advancement on the salary schedule. There is no expressed or implied guarantee that extra pay classes are available for "banking" in any given semester.

Only upon the retirement, resignation, or death of a faculty member, shall the cash value of any unused banking leave be paid to the faculty member or his/her estate. Any such payment shall be at the part-time/beyond contract rate in effect on the date of retirement, resignation, or death.

No later than October 1 of each year, the District shall provide each faculty member with a statement of the faculty member's banking leave balance as of the prior June 30. If the faculty member believes that his/her banking leave balance is in error, he/she must notify the Executive Vice Chancellor of Human Resources of the error no later than October 31. The failure of a faculty member to notify the District of an error by the October 31 deadline shall constitute that faculty member's acknowledgment that his/her banking leave balance is accurate and shall render any future claims of inaccuracy null and void.

The following are procedures to follow to apply for banking leave:

1. The faculty member must complete a banking application form (available in Human Resources) and submit it to the supervising administrator prior to banking LHE/hours. The faculty member must apply to bank the extra LHE/hours prior to commencing work on the extra assignment. The faculty member's decision to bank or receive pay for the extra LHE/hours shall be irrevocable after work on the extra assignment has commenced.

2. A faculty member applying for Banking Leave must submit a written request to the appropriate administrator during the time the schedule is being prepared for the semester in which leave is requested. After consultation with the appropriate administrator, approval for a leave will be granted if the leave will not adversely impact the program.
3. If an applicant's full-semester leave is denied, the applicant may appeal the decision to the appropriate College President. If the leave is denied by the appropriate College President, the applicant may revise the application to use banking leave on a partial basis, or may reapply for full-semester leave during another semester.