

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**BANKING LEAVE PROGRAM APPLICATION FORM
REQUEST TO WITHDRAWAL/USE BANKED LHE/HOURS**

(Full-Time Faculty Only)

The following are procedures to follow to apply for Banking Leave per Article 4.16 of the FARSCCD Agreement:

- 4.16.2 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.
- 4.16.3 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.

Faculty Member's Name: _____ Datatel ID #: _____

Site: _____ Department/Division: _____

REQUEST TO WITHDRAW/USE BANKED LHE/HOURS FOR (please check all that apply):

Semester/Year: ___ Fall _____ ___ Spring _____ LHE/Hours per Semester: _____

Comments:

Faculty Member's Signature: _____ Date: _____

Supervisor's Name: _____ Approved ___ Denied ___

Supervisor's Signature: _____ Date: _____

If Applicable:

Vice President's Name: _____ Approved ___ Denied ___

Vice President's Signature: _____ Date: _____

College President's Name: _____ Approved ___ Denied ___

College President's Signature: _____ Date: _____

Please send a copy to Human Resources / Attention Penny Wilkerson.