



Faculty Member's Request to Bank Overload Assignment for Type C Leave

Work Location: ARC CRC DO FLC SCC Other

Employee Name:

Employee ID:

Section I – Faculty Member's Request to Bank Overload Assignments

I request that my overload assignment be banked toward Type C leave for the terms checked below and per the conditions set forth in Article 11.7 of the LRCFT contract. **Please indicate on my TCS(s) that ALL of my overload assignments will be banked for the term(s) checked below. If I wish to exclude any overload assignments from being banked, I will provide that information below.**

<input type="checkbox"/> Fall _____ Semester (year)	Assignment(s) to be <u>excluded</u> from banking:
<input type="checkbox"/> Spring _____ Semester (year)	Assignment(s) to be <u>excluded</u> from banking:
<input type="checkbox"/> Summer _____ Term (year)	Assignment(s) to be <u>excluded</u> from banking:

I have read and understand the information/conditions in the contract and on page 2 of this form, specifically that **a new request must be submitted prior to the start of each semester or the contract year in which the nonpaid overload assignment occurs.**

Faculty Member's Signature:

Date:

Area Dean's Signature:

Date:

Section II – Faculty Member's Request to Bank Overload Resulting from Instructional Load Balancing

Per Article 4.6.2 of the LRCFT contract, faculty may load balance their instructional assignments over a two-year period. At the conclusion of that two-year period (ending the Spring semester of every even year), formula hours greater than sixty (60) in the instructional mode by an amount equal to or greater than .067 FTE shall be paid as overload and can be banked for Type C leave.

At the conclusion of the load balancing period listed below, I request that any formula hours exceeding .067 FTE be banked for Type C leave per the conditions set forth in Article 11.7 of the LRCFT contract.

Load Balancing Cycle Ending Spring _____.
(year)

Faculty Member's Signature:

Date:

Area Dean's Signature:

Date:

Section III – Note to Faculty Member

If you receive a paycheck or pay warrant or advice for the overload assignment(s) you requested to be banked:

- Notify your Dean within ten (10) working days after the first payroll date (usually the 10th of the month) of the new semester and request corrective action.
- Your Dean will send the Request for Corrective Action (Part IV) to the Vice President of Instruction/Student Services for approval no later than the 20th of the month.

Section IV – Note to Dean (Request for Corrective Action)

In the unfortunate event the TCS does not indicate the faculty member's overload should be banked and the steps above have been followed, submit a revised TCS to Human Resources with a copy of this form with Section I and Section IV completed. Submit the original pay warrant or advice to Payroll with a copy of this form with Section I and Section IV completed.

Area Dean's Signature:

Date:

Vice President's Signature:

Date:

Section V – General Information

A Tentative Certificated Schedule (TCS) for the designated overload assignment will be completed and submitted to the Human Resources Department. The TCS will indicate the related full-time equivalent (FTE) factor for your overload assignment.

The typical schedule of monthly salary payments to you for the designated overload assignment shall not be made in the selected semester/term. Such compensation amounts shall be considered "banked" by the District. In addition:

- Step increment credit for Salary Schedule B for the designated overload assignment shall not apply since step increment recognition occurs while on the Type C Leave of Absence; and
- Overload sick leave is not accrued or earned while "banking" your overload since sick leave accrues while you are on the Type C Leave of Absence. Absences incurred while "banking" will be charged to existing Overload sick leave balances.