Santa Clarita Community College District

Request to Use Banked Leave

Complete and sign Section A of this form. This request is due to the Office of Instruction at least 90 days prior to the beginning of the semester.

Employee Na	\: Leave Request Name Employee ID #					
	requested leav		ester and is equa	al to 15 TLUs/h	ours or ap	proximately
	· ·	nat TLUs/h	ours from my b	anked TLUs/ho	urs be use	d during the
following sem (Check on ser		□Fall	\square Spring		20	Year
(b) Load reductions	r is not excused from in excess of 40% must	be approved by the		nment.		
(a) A banked load of (b) Sabbatical leaves (c) The District reser education program (d) The District also available, or if the re	in the unit member's or reserved the right to per placement represent	is required for one nked leaves. one approval of a rediscipline. postpone approval c an added cost to t	equest for utilization of	on of banked load cred	lit if a suitable r	eplacement is not
Non-Binding	Load Withdraw	al Plan:				
Employee Sig	nature			Date		
Section B: Lea	ave Approval					
☐ Approved	☐ Denied	Rea	son if denied:			
CIO Signature				Date		
Distribution:	Original Copies	-Payroll -Human Resou -Instruction Off -Employee				
For Payroll Service	es Use Only:	Dov. D	late in Effect			