

LATTC APPLICATION FOR LOAD BANKING AND CREDIT LEAVE¹

Instructor Name: _____ Employee #: _____ Discipline: _____

Instructor Approval: _____ Date: _____

Chair Approval: _____ Date: _____

Dean Approval: _____ Date: _____

Vice President of Academic Affairs Approval: _____ Date: _____

Load Banking Plan – Courses to be Banked²

Semester/Session	Course Name and Number	Number of Units/Hours	Banking Completed (date)	Comment

Total Load Bank Credit to be earned³ :

Expected Date to take Load Credit Leave: From: To :
(Semester/Year) (Semester/Year)

Will this Load Credit Leave be combined with a Sabbatical Leave⁴: Yes No

Will this be a half time or full-time Load Credit Leave⁵: half full

Additional Hours of Load Credit Earned to be eligible⁶:

Date this **Application for Load Banking** Credit expires⁷:

¹ This request must be submitted to the faculty member's department chair (with a copy to the Vice President) in writing at least four months before the start of the Academic term during which the faculty member proposes to take the reduced assignment or Load Credit Leave

²An instructor may only bank assignments that are beyond his/her standard assignment. Credits are banked in lieu of pay. No less than 1 hour or more than 6 hours of load credit may be banked per semester.

³ The maximum amount of Load Credit that may be accumulated is equal to the number of hours of load credit needed to permit the faculty member to receive a full-time Load Credit Leave for one academic year.

⁴ The Vice President in consultation with the program or department chairperson will determine if the approval of the request will seriously impair the operation of the faculty member's program or department. If so, a delay in approving the leave may be made for up to one year.

⁵ A faculty member's request for Load Credit will include a leave (half-time or full-time) of one hour of load Credit for each hour per week of leave plus an additional number of load credits as defined in Article 39, F.3.

⁶ As per Article 39, F.3.

⁷ Each hour of load credit earned under Article 39 shall expire if it is not used to receive a reduced assignment or load credit within seven years following the end of the academic term during which it was earned.