

# Bank-Load Leave of Absence Request

## (CCA Contract Article 11.Q)

**Tenured faculty members must submit this request to the appropriate educational administrator by September 1 or February 1 of the semester prior to the anticipated leave.**

Faculty Member's Name	Term of Leave Requested
Faculty Member's Signature	Date

### Checklist

**The educational administrator has verified that:**

- The faculty member, faculty chair, and the educational administrator have discussed the non-binding load banking withdrawal plan.
- The faculty member has submitted this request to the educational administrator by September 1 (for the following Spring) or by February 1 (for the following Fall) of the semester prior to the anticipated leave.
- The faculty member has the banked-load sufficient to cover the leave requested.
- At the time this leave will be taken, the faculty member will not have been granted more than one (1) banked-load leave of absence in the previous five-year (5-year) period.

Recommendations and signatures (below) of the educational administrator and the College President are required to verify the faculty member is being permitted to utilize banked-load leave of absence.	
<input type="checkbox"/> Recommended Approval* <input type="checkbox"/> Do Not Recommended Approval**	
Comments:	Educational Administrator's Signature  Date
<input type="checkbox"/> Recommended Approval* <input type="checkbox"/> Do Not Recommended Approval**	
Comments:	College President's Signature  Date
* If approved, this leave may be rescinded by the employee no later than sixty (60) calendar days prior to the leave, but not after a temporary replacement has been hired. At the request of the faculty member, this deadline may be waived by the College President or designee based upon extenuating circumstances.  ** If denied, the faculty member shall be granted this leave within four (4) semesters following the semester of initial request.	

### Notification

Faculty who submit a banked-loaded leave request in the semester prior to the anticipated leave will be notified of the leave decision by October 15 or March 15 of the semester before the anticipated leave. Faculty who submit a banked-load leave request at least two (2) semesters prior to the term in which it will be taken and will be notified of the leave decision as soon as possible.