

## Application for Banking Hours

**Important:** This form must be approved by the department chair and dean and submitted to the Payroll Office prior to the last day of the second week of the semester or the first meeting of the class to be banked (for late start classes).

Name: Click here to enter text. Department: Click here to enter text. Semester: Click here to enter text.

I request that the below listed overload hours for the above semester be banked in lieu of receiving payment.

Section Number	Course Number	Course Title	LHE
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

By signing below, I agree to the following:

*In the event the above class(es) cancel, this agreement will be canceled and I will be paid for any hours taught. I understand that I can accumulate no more than 21 LHE. If I do not unbank the LHE by the tenth calendar year following the year in which the LHE were banked, I will be paid for those LHE at the LHE compensation rate in effect at the time those LHE were banked.*

REQUIREMENTS: Banked hours may not be accumulated and used in the same semester. Summer intersession assignments may not be banked. Reassigned time may not be designated as overload and cannot be banked. For more information regarding conditions for banking and unbanking, please see the District/Faculty Assembly Agreement, section D.3.0.

**Please print this form, sign and date below, and forward to your department chair.**

\_\_\_\_\_  
Faculty Signature \_\_\_\_\_  
Date

**DEAN/DEPARTMENT CHAIR APPROVAL:**

Request approved:  Yes  No

Request denied due to: \_\_\_\_\_

\_\_\_\_\_  
Department Chair Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Signature \_\_\_\_\_  
Date

**ROUTING UPON APPROVAL:**

Faculty Member (copy)  Payroll (original)

FOR PAYROLL OFFICE USE ONLY	
Total LHE Banked to Date	
Total LHE Off <i>(for unbanking only)</i>	
LHE Remaining <i>(for unbanking only)</i>	
LHE Compensation Rate in Effect	
Account Distribution	
Pay I.D.	
Position Number	
Record Number	