Palomar Community College District

Request to use Banked Leave

It is the faculty member's responsibility to complete Part A and Part B of this form and to ensure that all required information is completed and all appropriate signatures are received by the deadline date. The completed form with all required signatures must be received in Human Resource Services **six months in advance** of banked leave (P.F.F. 9.15.4).

A. Name _____ Employee ID _____

Department _____

☐ I request to use banked hours leave during:

☐ Fall Semester ☐ Spring Semester _____ Year

Hours Per Week Requested _____ Full Time Equivalent _____ %

*Hours Per Week Required for replacement _____ Full Time Equivalent _____ %

*If the required number of hours have not been banked at the time this request is completed, indicate which semester(s) the remaining hours will be banked:

☐ I request payment in lieu of leave for my banked hours at the part-time salary rate in effect at the time the hours were banked.

B. List each Service Activity in which you actively participated, the semester(s) you participated, and the point value for the service. Seven (7) service points, or proportional percentage thereof for a partial leave, must have been earned within the three (3) years prior to using banked leave. Submit form to the Professional Development Office for verification of service points.

ACTIVITY/COMMITTEE	SEMESTER/YEAR	POINTS EARNED

Verified by Professional Development Office: _____ _____

Initials Date

Professional Development Office will forward form to Payroll Services.

C. Payroll Services to verify hours banked:

_____ hours as of _____ Verified by _____

Payroll Services will return form to faculty member.

D. Faculty member to submit form for approvals:

Faculty Member Signature _____ Date _____

☐ Approved ☐ *Rescheduled _____
Department Chair/Director Date

☐ Approved ☐ *Rescheduled _____
Division Dean Date

☐ Approved ☐ *Rescheduled _____
Assistant Superintendent/Vice President Date

*If rescheduled, recommend when leave will be taken _____

Original – Payroll
Copies – Vice President, Dean, Department, Employee, Human Resource Services, Professional Development Office

9/2005