

LOCAL GUIDELINES FOR FACULTY BANKING

USING BANKED LEAVE

- Note: Use in accordance with current YFA Contract.
1. Two weeks prior to start of the Fall and Spring semesters (not to include Summer), the Deans' offices will send a notice to faculty notifying them to turn in their ***Application for Use of Regular Banked Leave Credit*** submission by the end of the first week of instruction.
 - Note: This application is valid for the upcoming four semesters.
 - Any variation to the application or process should be addressed by the appropriate Dean and forwarded to the Banking Review Committee.
 - A leave can be limited to one semester if deemed necessary by the Dean and Banking Review Committee for the needs of the College.
 - Faculty applicants may use banked hours up to 20% to make up load deficiency in the current semester in consultation with the Dean and without committee approval, but with notification given to the committee.
 - Applications submitted after the deadline will be considered on an emergency basis only.
 - Applicants cannot request to use hours that have not already been banked.
 2. Applications will be submitted to the respective Dean's office and dated when received.
 3. The division offices will forward all ***Application for Use of Regular Banked Leave Credit*** submissions to the Columbia College YFA Secretary by the second week of the semester.
 4. The Secretary will schedule a meeting for the Banking Review Committee during the third week of the semester to review the banking leave processes and all applications to ensure compliance, equity and that the program/area will not be adversely affected.
 5. The Banking Review Committee will notify the Deans' offices of the final approval by the end of the fourth week.
 6. The Banking Review Committee will make recommendations to the College President, who will review and forward to the Chancellor for final approval.

EARNING BANKED LEAVE

- Note: Use in accordance with current YFA Contract
1. A Load Allocation submission must be turned in to the Dean's Office between the first and third week of instruction.
 2. The Executive Secretary of Instruction will verify faculty eligibility to bank by the third week of the semester.
 3. Requests will be verified and dated by the respective Dean's office when received. No changes can be made by faculty after the third week of the semester.
 4. The Dean's office will forward all **Load Allocation** submissions to the Columbia College YFA Secretary by the end of the fourth week of instruction (with the understanding schedules are not finalized and could change). The Columbia College YFA Secretary will keep the original and send a copy to the Executive Secretary of Instruction.
 5. The Executive Secretary of Instruction will record the banking credits and forward information to the District by the end of the fifth week.

BANKING REVIEW COMMITTEE:

In accordance with the YFA current Contract, the Columbia College Local Banking Review Committee will be comprised of: The Academic Senate President, Academic Senate President-Elect, YFA Vice President, YFA member-at-large (or designee by the YFA Vice President), Vice President for Student Learning and one additional administrator.

The Columbia College Banking Review Committee will review local guidelines and the YFA contract at the beginning of the fall semester. Any changes will be agreed upon by the committee, noted in the minutes, and handled accordingly. Each committee member will sign below to verify their understanding of the process.

Vice President for Student Learning

Date

Other Administrator

Date

President, Academic Senate

Date

President-Elect, Academic Senate

Date

Vice President, YFA

Date

Member-at-large, YFA or Designee

Date