

# San Diego Community College District

## APPLICATION FOR LOAD CREDIT LEAVE

Faculty Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Discipline: \_\_\_\_\_ Date: \_\_\_\_\_

Total Load Bank FTEF Current Balance: \_\_\_\_\_ Total Load Bank FTEF Credit requested to be used: \_\_\_\_\_ during \_\_\_\_\_  
*Specify Semester/Year*

Vice President, Instruction: \_\_\_\_\_  Approved  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The request must be submitted to the faculty member's Vice President (with a copy to the Department Chair) by March 1 for fall semester reductions or the preceding October 1 for spring semester reductions. The order of consideration of banked leave requests will be on a "first-come, first-served" basis. Banked leave will be granted only when the purpose is in accord with the provisions of the college faculty CBA and the granting of leave will not be detrimental to the instructional program. **Section 7.14.10***

*An instructor may only schedule banked leave time for the full length of the semester for the purpose of reducing his/her load, regardless of the level of the load reduction. **Section 7.14.6***

*Unit members on a 50% full-year sabbatical may utilize banked leave to increase their compensation during the term of their sabbatical. **Section 7.14.10***

*The maximum amount of leave cannot exceed the equivalent of a 1.0 FTEF contract assignment and must equal at least the FTEF of one full CRN. **Section 7.14.5***

*Overload assignments will not be allowed during the semester in which the unit member is reducing her/his load, regardless of the level of the load reduction. Unit members taking a full semester off on a 1.0 FTEF banked leave will not be eligible to work any additional assignments in the District, including overloads, work paid through a stipend, or any other work in any type of hourly assignment. **Section 7.14.7***

**If approved by the VP, the VP must notify Human Resources by emailing one (1) copy of this form to [loadbanking@sdccd.edu](mailto:loadbanking@sdccd.edu) no later than March 31 for fall semester reductions, and October 31 for spring semester reductions. The faculty member must be informed of the decision of the VP by these same deadlines.**

**Once approved, the faculty member may not rescind her/his acceptance of the reduced assignment within 60 (sixty) calendar days prior to the first day of instruction of the semester during which the reduced assignment will take place.**