



APPLICATION TO BANK HOURS



Consistent with the provisions of the YCCD/YFA negotiated agreement, I hereby request to bank the following overload class for credit toward a future leave. I have read the terms and conditions applicable to this request as listed in Article 10 of the YFA Contract, and I agree to abide by the same.

Faculty Name:		ID#	
----------------------	--	------------	--

Term/Yr.: _____

Article 10.1.2 maximum credit that could be earned in any term is six (6) weekly hours or a total of (9) weekly hours per year.

Course Name	Section #	Start Date – End Date (Short Term/Summer Classes Only)	Hours to Bank

Comments: _____

Signature of Faculty Member

Date

Signature of Division Dean

Date

Signature of Vice President of Instruction

Date

**Please send completed form to Instruction Office for processing.

Instruction Office Use Only:		Colleague ID#:
Hours banked this term:		
Account number: 11- - -51310		
Total Banked hours balance to date:	At Maximum Hours: NO or YES* *can longer bank hours until used	
VERIFIED BY & Date:		

Original: Instruction Office – Banking Records

Copies: Faculty Member / Division Dean / H.R.

Date Sent: _____