FACULTY BANKING GUIDELINES

(Refer to YFA contract-Article 10 for more information)

APPLICATION TO BANK HOURS

- Full-time faculty may choose to bank overloads.
- Maximum banking allowed: 6 weekly hours per semester
  9 weekly hours per academic year
- Maximum accumulation = 270 total semester hours.
- Deadlines to submit Application to Bank Hours to your School's office (due to payroll deadlines):
  - **Fall Term:** End of the first week in August
  - **Spring Term**: End of the first week in December
  - **Summer Term:** End of last week in April

APPLICATION TO USE BANKED HOURS

- Banked leaves may be requested as a full semester or in partial increments.
- Deadlines for faculty to submit Application to Use Banked Hours to your School's office (due to scheduling deadlines):
  - **For Fall:** End of Spring Institute week for the following Fall semester.
  - **For Spring:** End of April for the following Spring semester.
  - ***Exception to the deadlines:*** **to cover one's contractual load obligation for the current term.**

CASHING OUT BANKED HOURS

- Banked hours may be "cashed out" when a faculty member resigns, retires, or takes promotion to management, *but not at any other time*.

BANKED HOURS BALANCE

- Banked leave hours can be accessed through StaffNet.
- In addition, the Instruction Office can provide balance information at any time during the year.

QUESTIONS

- For MJC: Contact Ginny Bounyavong at 209-575-6413
- For CC: Contact Kelsie Gillen 209-588-5107

Revised: 09.08.2026