Application for Unbanking

Important: This form must be approved by the department chair, dean, appropriate vice president, and superintendent/president no later than the fourth week of the semester prior to the semester during which the LHE would be unbanked.

Name:	Department:
1st Choice-Requested Semester:	Requested LHE:
2nd Choice Semester:	

By signing below, I agree to the following:

I am requesting to unbank the above LHE for the requested semester. In the event the District is unable to grant this leave request, my second choice semester unbanking is listed. I understand that if I am approved to unbank a full semester (15 LHE), I am not eligible unbank another full semester for three years. I understand that full-semester unbanking and sabbaticals are limited to 6% of the faculty in any one semester. The order of priority for unbanking and sabbatical leaves is as follows: sabbatical leaves, faculty members who have not previously unbanked leave, and faculty members who have previously unbanked leave by order of seniority.

I am certifying that: (a) the program will not be jeopardized by my absence, and (b) competent staff are available to teach the classes/provide the services vacated by me.

For more information regarding conditions for banking and unbanking, please see the District/Faculty Assembly Agreement, section D.3.0.

Sign and date below then email to the form to the Director of Human Resources at jacfalle@miracosta.edu.

Faculty Signature _____ Date _____

DIRECTOR, HUMAN RESOURCES COMPLIANCE VERIFICATION		
Application for Unbanking meets CBA compliance requirements: \Box Yes	No	
Last semester unbanked:		
Director, Human Resources:	Date	

APPROVAL OF THE SUPERINTENDENT/PRESIDENT The time selected for banked time off, as recommended, has my approval		
Signature		Date
ROUTING UPON SUPERINTENDENT/PRESIDENT APPROVAL		
VPI Exec Assistant	Faculty Member	Director, Human Resources Payroll
FOR PAYROLL OFFICE USE ONLY		
Total LHE Banked to Date		
Total LHE Off (for unbanking only	<i>v</i>)	
LHE Remaining (for unbanking of	only)	
LHE Compensation Rate in	n Effect	
Account Distribution		
Pay I.D.		
Position Number		
Record Number		