



Request to Utilize Banked Hours Form

Name: _____

Date: _____

School/Center: _____

Proposed Use:
<input type="checkbox"/> Sabbatical Salary Augmentation <input type="checkbox"/> Teaching Load Augmentation <input type="checkbox"/> Request for Payout

Faculty Section

Request to Utilize Banked Hours:
<input type="checkbox"/> Instructional (Number of Banked LHE Requested) <input type="checkbox"/> Non-Instructional (Number of Banked Hours Requested)
Semester for LHE/Hours to be applied: _____

School/Center Section

REQUIRED SIGNATURES:	
_____	_____
Instructor	Date
_____	_____
School/Center Dean	Date

ISS Staff Section

Total Lecture Hours	Total Lab Hours	Non-Instructional Hours	Total Hours (Lec & Lab)	Comments

*Please see attached for additional documentation.

Routing:

Received:

Recorded:

Date:

- | | | | | |
|------------------------|--------------------------|--------------------------|-------|--------|
| ☞ School/Center | <input type="checkbox"/> | <input type="checkbox"/> | _____ | |
| ☞ Dean's Office - ISS | <input type="checkbox"/> | <input type="checkbox"/> | _____ | |
| ☞ ISS Staff processing | <input type="checkbox"/> | <input type="checkbox"/> | _____ | |
| ☞ Human Resources | <input type="checkbox"/> | <input type="checkbox"/> | _____ | |
| ☞ Payroll | <input type="checkbox"/> | <input type="checkbox"/> | _____ | (PAID) |