

Request for Banking/Utilization of Banked Overload Hours

Name: _____ Date _____

Request for utilization of banked hours:

Semester for which hours are to be used: _____

Number of banked hours to be used: _____

Purposed use:

- ☐ Sabbatical salary augmentation
- ☐ Augment teaching load
- ☐ Request for buy out*
- ☐ Proposed activities for use as release time:

Proposal is:

- ☐ Accepted
- ☐ Rejected for the following reason(s): _____

Instructional Administrator

Instructor

Date

Disposition:

_____ Hours used for sabbatical/augment teaching load
* _____ Hours paid @ _____ hourly rate _____ semester earned
_____ Hours used as release time

Distribution:

Original — Instructor
Copy — Instructional Administrator
Copy — Human Resources
Copy — Payroll
Copy — Instructional Support Services