



Request to Utilize Banked Hours Form

Name: _____

Date: _____

School/Center: _____

*Faculty
Section*

Proposed Use:

Sabbatical Salary Augmentation

Teaching Load Augmentation

Request for Payout

Proposed Activities utilized as release time: _____

Request to Utilize Banked Hours:

Instructional (Number of Banked LHE Requested)

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) |