

## **REQUEST TO UTILIZE BANKED HOURS FORM: INSTRUCTIONS**

### **Guidelines for Utilization of Banked Hours:**

Faculty who are given an overload assignment may elect to bank a portion or all of the overload hours worked in any one (1) semester. Banked time is applied to the faculty member's banked time balance at the end of semester which the class is taught or hours earned. Faculty cannot accumulate more than 15 LHE in total banked time.

### **Where to find the form?**

The Request for Utilization of Banked Hours form can be downloaded at the SWC website under Instructional Support Services in Resource Forms. The form is also available at Schools and Centers.

### **Steps to complete and submit form**

#### **1. Faculty to complete section**

Faculty member name, School/Center, date  
Proposed use: Sabbatical, Augmentation Load, Payout, Proposed Activities  
Instructional (banked LHE requested) / Non-Instructional (banked Hours requested)  
Semester for LHE/Hours to be applied

#### **2. School/Center Section**

Faculty's signature and date  
Dean's Signature certifying the submittal of the form

### **Routing Form Process**

1. Original form to be completed and submitted by faculty to the School/Center administrative office for Dean's signature signifying receipt.
2. The School/Center sends the signed completed form to Instructional Support Services (ISS) Dean's Office for recording of receipt of form.
3. ISS staff will calculate bank time LHE and hours. Enter information into Colleague screens.
4. ISS Dean's Office records the completion of the calculation for banked time form and forwards completed forms to: 'Sabbatical salary augmentation' are distributed to Human Resources for processing and 'Request for Buyouts' are distributed to Payroll for processing

Request to Utilize Banked Hours form must be complete. Faculty and Dean signatures are required. Faculty will receive their payout check no later than 45 calendar days after submission of the form.

### **Definitions**

The following definitions apply:

- (a) **Sabbatical salary augmentation:** faculty may use banked load to augment their sabbatical leave.
- (b) **Teaching load augmentation:** faculty may augment their load from their banked accrual.
- (c) **Request for payout:** faculty requesting to utilize, 'payout' a portion, all banked load, or hours they have accrued.
- (d) **Proposed activities for use as release time:** for faculty requesting non-instructional overload outside of their full-time obligation.