



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT Office
of Human Resources
Workload Banking: Request Form (Regular Unit Members Only)
Article 12-2A.1b



(Please Print)

DATE: ____ / ____ / ____

TO: _____
Vice President, ACADEMIC or STUDENT SERVICES

FROM: _____ College: Chabot
(Print name as it appears on SS Card) Las Positas

FACULTY: Indicate number of CAHS Workload Banked prior to this request _____

I request that _____ CAHs from my carry-over load unbanked be applied to my Workload Banked Account.

AND/OR

I request that the following overload be applied to my Workload Banked Account:

<i>Overload Assignment (Course Title/Section)</i>	<i>(Semester / Term/Year)</i>	<i>(Units)</i>	<i>(Hours)</i>
Units _____	/Hours _____	to be Workload Banked.	

Semester Workload Banked Leave of Absence is anticipated to be taken: _____

(This information is not binding and is helpful in scheduling assignments and leaves.)

[NOTE: Sixteen (16) CAHs must be completed the term preceding Workload Banked Leave of Absence.]

Note: Up to six (6) CAHs may be banked each semester/term. These CAHs appear on load assignment sheets under Workload Banked balance. No more than seventeen (17) CAHs or equivalent may be Workload Banked. Board of Trustees approval may be granted approximately one (1) year in advance of Faculty taking Workload Banked Leave of Absence.

SIGNATURE: _____ DATE: ____ / ____ / ____
(Faculty Signature)

FOR OFFICE USE ONLY

Approved Disapproved

Division Dean signature: _____ DATE: ____ / ____ / ____

Vice President signature: _____ DATE: ____ / ____ / ____

cc: Division Dean
Vice-President of Business Services
Vice Chancellor, Human Resources
Payroll Manager
Faculty Applicant

Reference: Article 12-2A.1c – Faculty Collective Bargaining Agreement