

INSTRUCTOR'S REQUEST TO BANK OVERLOAD ASSIGNMENT FOR TYPE C LEAVE

College ARC CRC FLC SCC Other _____

Employee Name _____ Employee ID # _____

SECTION I

I request that my overload assignment be banked for Type C leave per the conditions set forth in Article 11.7 of the LRCFT contract. I have read and understand the information/conditions presented below and in the contract, specifically that a **new request must be submitted prior to the start of each semester of contract year in which the nonpaid overload assignment occurs.** Please indicate on my TCS that my overload be banked for the term(s) checked below:

- Fall _____ Semester Class(es): _____
(Year)
- Spring _____ Semester Class(es): _____
(Year)
- Summer _____ Term Class(es): _____
(Year)

Faculty Member's Signature

Date

Area Dean's Signature

Date

SECTION II

Note to Instructor:

If you receive a pay check or pay advice for the overload assignment you requested to be banked:

- Notify your Dean within 10 working days after the first payroll date (usually the 10th of the month) of the new semester and request corrective action.
 - Your Dean will send the Request for Corrective Action to the VP of Instruction for approval no later than the 20th of the month.
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SECTION III

Request for Corrective Action

In the unfortunate event the TCS does not indicate the instructor's overload should be banked, and the steps above have been followed, submit to HR a revised TCS with a copy of this form with Section I and Section III completed. Submit to Payroll the original pay warrant or advice with a copy of this form with Section I and Section III completed.

Signature – Area Dean

Date

Signature - Vice President of Instruction

Date
