DEADLINE to OFFICE OF INSTRUCTION

Spring: 01/15

NAME

Fall: 08/15

CUESTA COLLEGE Office of Instruction

REQUEST TO USE BANKED TIME

FACULTY SECTION

DIVISION/DEPARTMENT DATE

BANKED HOURS:

Semester Earned	Load-Banked Classes	Hours Earned	Hrs Requesting
Semester Earned	Load-Banked Classes	Hours Earned	Hrs Requesting
Semester Earned	Load-Banked Classes	Hours Earned	Hrs Requesting
Semester Earned	Load-Banked Classes	Hours Earned	Hrs Requesting
Semester Earned	Load-Banked Classes	Hours Earned	Hrs Requesting
Semester Earned	Load-Banked Classes	Hours Earned	Hrs Requesting
		Total Hours:	

REDEMPTION OF LOAD BANKED TIME:

I request ______ leave to be taken _____.

□ I do not wish to take leave and request reimbursement for my load banked time.

FACULTY SIGNATURE:

ADMINISTRATIVE SECTION

ESTIMATED EFFECTS OF THE FACULTY MEMBER'S ABSENCE:

ACTION:

cc:

Division Chair

Date

Dean/Director

Date

Vice President

Chair or Director Dean Office of Instruction (original) Date

Payroll Human Resources Faculty Member

Approved/Denied Approved/Denied Approved/Denied

dm/bank fac12/7/1998 Last Updated January 2023