

COLUMBIA COLLEGE GUIDELINES FOR BANKING REVIEW COMMITTEE

The **Columbia College Banking Review Committee** will review local guidelines and the YFA contract at the beginning of the fall semester, Article 10: Banking Leaves for YCCD Faculty.

The Instruction Office will convene a Banking Review Committee. In accordance with the YFA current Contract, the Columbia College Banking Review Committee will be comprised of: Two faculty appointed by Academic Senate (Academic Senate President, Academic Senate President-Elect, or designee by the AS president) and two faculty appointed by YFA (YFA Vice President, YFA member-at-large, or designee by the YFA Vice President), and two administrators (Vice President of Instruction and one additional administrator).

USING BANKED LEAVE CREDIT

1. **Two weeks prior to start of the Fall and Spring semesters** (not to include Summer): the Instruction Office will send a notice to faculty notifying them to turn in their Application for Use of Regular Banked Leave Credit submission by the end of the first week of instruction.
 - Faculty applicants may use banked hours up to 20% to make up load deficiency in the current semester in consultation with the Dean and without committee approval, but with notification given to the committee to ensure that the total banked leave in the semester is limited to 3 FTES, per YFA contract.
 - Applications submitted after the deadline will be considered on an emergency basis only.
 - Applicants cannot request to use hours that have not already been banked.
 - As a best practice for scheduling purposes:
 - the application is requested by the start of the semester prior to the semester of Banked Leave.
 - Banked Leave applications may be submitted for approval up to 2 years (4 semesters not including summer) in advance.
2. **Second Week:** Applications will be submitted to the Instruction Office by the end of the second week of the semester.
3. **Third Week:** The Instruction Office will schedule a meeting for the Banking Review Committee during the third week of the semester to review the banking leave processes and all applications to ensure compliance, equity and that the program/area will not be adversely affected.
4. **Fourth Week:** The Instruction Office will send the recommendation of the Banking Review Committee to the College President, who will review and forward to the Chancellor for final approval.
5. After College President and Chancellor decisions, the Instruction Office will notify the Deans' offices and the faculty of the status of their application.

Approved by Academic Senate November 18, 2023

Approved by Banking Committee September 13, 2013