

### COLUMBIA COLLEGE

## APPLICATION FOR USE OF REGULAR BANKED LEAVE CREDIT

Faculty Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Please print)*

I hereby request to use \_\_\_\_\_ hours of banked leave credit during the \_\_\_\_\_  
*(semester & year)*  
and have attached a Staff Net print out or other documentation verifying my available banked leave credit.

**Reason for banked leave request:**

\_\_\_\_\_ in lieu of teaching course(s) for which replacement(s) will be assigned. (Submit on separate sheet of paper  
courses and hours to be filled)

\_\_\_\_\_ in lieu of teaching course(s) which will NOT be offered during the semester.

\_\_\_\_\_ in coordination with a sabbatical leave

List ALL committees and functions you are participating on, especially ones that could be affected by your  
absence. \_\_\_\_\_

I understand the approval of my leave is contingent upon fulfilling academic and professional obligations  
and may be denied if the leave adversely affects the program/service area.

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

This request has been reviewed and commented on by faculty in affected program(s). \_\_\_\_\_  
Area Faculty Initials

I have reviewed the applicant's banked leave accrual, course information, instructor load, and have  
discussed a plan for coverage during their absence. The applicant's absence \_\_\_\_\_ does, \_\_\_\_\_ does not  
appear to adversely affect the program/service area.

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

#### Banking Review Committee Use

- Approved
- Postponed pending additional information
- Denied – Reason: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Senate Chair

\_\_\_\_\_ Date: \_\_\_\_\_  
Admin Chair

\_\_\_\_\_ Date: \_\_\_\_\_  
YFA Chair

\_\_\_\_\_ Date: \_\_\_\_\_  
Chancellor

Original to:  
Columbia College YFA/Senate Office

- Copies to:
1. Applicant
  2. Dean/Secretary
  3. Instruction Office Executive Secretary
  4. College President
  5. Chancellor (Copy of signed application by the Chancellor to be sent back to the Columbia College YFA/Senate Office)

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