



# APPLICATION TO USE BANKED OVERLOAD LHE

Faculty Name:

Date:

A#:

Department:

## REQUEST TO USE BANKED LEAVE TO MEET CONTRACT LOAD

Due to a cancelled class this semester ( Fall  Spring Year: \_\_\_\_\_), I wish to use banked overload  #LHE to meet my contract load obligation.

Originally scheduled load:  LHE Canceled Class(es):  LHE Canceled Class(es) CRN(s):

I wish to use  LHE banked overload to meet my contract load obligation for  Fall  Spring Year: \_\_\_\_\_

## REQUEST FOR LEAVE OF ABSENCE

*(Must be received in appropriate Vice President/Provost's Office by Monday of 3rd week of semester preceding the semester of leave)*

I request to take Banking Leave for the following: Session \_\_\_\_\_ Year \_\_\_\_\_ # LHE   
 Fall  Spring

I certify that I have banked enough time to qualify for leave as requested.

Faculty Signature:

Date:

### ADMINISTRATION APPROVAL:

Program needs will be met during absence:  Yes  No

Leave approved:

Dean:

Approved  Denied

Date:

Vice President/Provost:

Approved  Denied

Date:

### Division Office Certification: (Attach ARGOS report SIR0056)

Current banked LHE:

Approved LHE to use:

Banked LHE Balance:

Distribution:

Human Resources

Fiscal Services

Employee

Division