

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
PAYROLL SERVICES**

BANKING FORM

NAME _____ DIVISION _____
 CID NO. _____ YEAR _____ SEMESTER _____
 (FALL/SPRING)
 GROSSMONT COLLEGE _____ CUYAMACA COLLEGE _____

OVERLOAD BANKING STIPULATIONS:

The individual must be a full-time tenured faculty member. The maximum allowed for banking is .4 LED per semester, with a cumulative max of 1.0 LED. The individual can reduce his/her load a maximum of 1.0 LED once every five years. Summer school and intersession may not be used to bank hours. Current teaching load must be at least 1.0 prior to any banking credit being given. Any unused banked overload will be paid off at the current overload rate at time of retirement or separation from District employment. Banked time can only be used when a suitable part-time replacement is available and the department chair or coordinator and the appropriate college President or designee agrees the excellence of the program can be maintained with replacement faculty.

SECTION #	LED	ACCOUNT NUMBER
_____	_____	_____
_____	_____	_____

1. _____ I choose to bank the above indicated _____ LED.
2. _____ I choose to reduce my load by _____ LED previously banked.

Employee Signature _____
Date

Current balance (bank) as of _____ semester = _____ (to be completed by Division Dean)

Dean of Division _____
Date

Vice President _____
Date

President _____
Date

Distribution: Employee
 Payroll
 Division