



## Office of Instruction Leave Banking Process

### Leave Banking Process

1. Faculty submits Leave Banking form (page 2) to division dean/staff assistant. The faculty member completes questions #1-#7.

Per the PFT contract,

- The faculty member shall notify the dean/vice president that faculty member **wishes to accrue** Leave Banking hours six (6) weeks before the start of the semester, summer session, or at the time of assignment, whichever is later. Such notification shall be in writing with the completion of applicable section(s) on Leave Banking Form.
- **To utilize** banked time, the faculty member must submit a completed Leave Banking Form to the dean/vice president by September 1st for Spring usage and by February 1st for Fall usage. The district will notify the faculty member of approval or disapproval in writing by October 15th for Spring requests and by March 15th for Fall requests.

2. Staff assistant submits Leave Banking Form to scheduler via Laney Scheduler email ticket system: [laneyscheduler@peralta.edu](mailto:laneyscheduler@peralta.edu)
3. Scheduler fills out questions #8 - #15 as the verification process. Scheduler sends to dean and staff assistant in Laney Scheduler ticket system.
4. Leave Banking Form is sent back to dean for signature (question #17).
5. The dean/staff assistant sends Leave Banking Form to VPI (via staff assistant) for signature approval (question #18).
6. Scheduler enters banked leave into Campus Solutions. Scheduler resolves ticket in ticket system and cc's faculty and dean. Faculty can now see banked leave in term workload (BLC-Leave):
  - a. Example:

ESOL 252A-252B-512-L1				5346	BLC-Leave	0.70	<input checked="" type="checkbox"/>	4.67
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7. Leave Banking Form is sent to Laney Business Office by VPI Office (question #19) and sent to Laney Scheduler ticketing system.
8. Business Office sends to District Office.

**PERALTA COMMUNITY COLLEGE DISTRICT  
LEAVE BANKING PROGRAM APPLICATION**

College: \_\_\_\_\_

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

1. Request for:  Banked Hours       Use of Banked Hours (Leave)       Cash-out Banked Hours
2. Documented Critical Hardship Emergency<sup>1</sup>       Yes       No
3. Nominal Residual Balance<sup>2</sup>       Yes       No
4. Instructor's Name: \_\_\_\_\_      SS#: \_\_\_\_\_
5. Term Applied for: \_\_\_\_\_ Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_
6. Number Of Hours To Be Banked Or Cashed Out: Semester Equated Hours: \_\_\_\_\_ Summer Equated Hours: \_\_\_\_\_
7. Instructor's Signature: \_\_\_\_\_      Date: \_\_\_\_\_

. . . . .  
(DEAN'S OFFICE USE)

8. Status:  Tenured       Probationary. Indicate Contract FTE During Current School Year: \_\_\_\_\_
9. Date Last Banked Leave Taken/Paid: \_\_\_\_\_
10. Number Of Hours Used Or Cashed Out: \_\_\_\_\_
11. Balanced Of Banked Hours: \_\_\_\_\_
12. Budget Code To Be Charged (For Banked Hours Only): \_\_\_\_\_
13. Initial Date Of Hire (Seniority): \_\_\_\_\_
14. Rate Of Pay (Pro-Rata Schedule): \_\_\_\_\_
15. Verified By: \_\_\_\_\_      Date: \_\_\_\_\_

. . . . .

16. Approved:       Disapproved:  (For Taking Leave Only)
17. Dean: \_\_\_\_\_      Date: \_\_\_\_\_
18. Vice President: \_\_\_\_\_      Date: \_\_\_\_\_
19. College Business Officer: \_\_\_\_\_      Date: \_\_\_\_\_
20. Vice Chancellor For Finance & Admin: \_\_\_\_\_      Date: \_\_\_\_\_
21. Reason For Disapproval: \_\_\_\_\_
22. Remarks: \_\_\_\_\_
23. Entered And Recorded By: \_\_\_\_\_      Date: \_\_\_\_\_

Distribution: Personnel, Payroll, Dean, Vice President, Business Officer

**CONVERSION FACTORS**

- To convert semester equated hours to quarter equated hours multiply by 1.5
- To convert quarter equated hours to semester hours multiply by .667
- To convert summer semester hours divide by (3).
- To convert summer quarter hours divide by (2).

<sup>1</sup> "Documented critical financial emergencies" shall include one of the following documented events occurring within the six months preceding the request to cash out:  
death of unit member  
death in their immediate family  
bankruptcy foreclosure divorce  
birth or adoption  
retirement, termination, resignation, or permanent disability of the unit member, or their spouse or domestic partner.

Documentation must be submitted to the Vice Chancellor of Finance.

For any other documented critical financial emergency (not listed above), such as a serious medical emergency in the immediate family, documentation shall be submitted to both the PFT President and the Vice Chancellor of Finance, and the Vice Chancellor shall make the final decision as to whether the documented critical financial emergency meets the criteria of IRS Code 1.451-2 (Constructive receipt of income), after consultation with the PFT President.

<sup>2</sup> Nominal residual balances are defined as remaining balances of \$2,500 or less.