

**DEADLINE FOR SUBMISSION TO  
OFFICE OF INSTRUCTION**

Fall: 08/15

Spring: 01/15

CUESTA COLLEGE

**REQUEST TO  
BANK FACULTY WORKLOAD**

**FACULTY SECTION**

**NAME**

**DIVISION/DEPARTMENT**

**DATE**

**CLASS(ES) OR WORK ASSIGNMENT TO BE BANKED:** (CCFT Section 6.22.1 A full-time faculty member in an instructional position who has a regular workload that is in excess of 107% for an academic year or who has an overload assignment may elect to bank all or part of the additional hours. A full-time faculty member in a non-instructional position who has an on-going work assignment in excess of the regular 40-hour assignment also may elect to bank the additional hours.)

**Semester:** \_\_\_\_\_

_____	_____	_____	_____ / _____ / _____
Section #	Course #	Title/Work Assignment	Class Hrs/Banked Hrs. / load %
_____	_____	_____	_____ / _____ / _____
Section #	Course #	Title/Work Assignment	Class Hrs/Banked Hrs. / load %
_____	_____	_____	_____ / _____ / _____
Section #	Course #	Title/Work Assignment	Class Hrs/Banked Hrs. / load %
_____	_____	_____	_____ / _____ / _____
Other			Class Hrs/Banked Hrs. / load %

**BANKED TOTAL:      Banked Hrs      Load %**

**FACULTY SIGNATURE:** \_\_\_\_\_

**ADMINISTRATIVE SECTION**

**APPROPRIATE STAFF IS AVAILABLE FOR REPLACEMENT**

*To be completed by Division Chair*

**Yes**      **Name:** \_\_\_\_\_  
 **No**

**ACTION:**

_____	_____	_____ / _____
<b>Chair</b>	<b>Date</b>	<b>Approved/Denied</b>
_____	_____	_____ / _____
<b>Dean/Director</b>	<b>Date</b>	<b>Approved/Denied</b>
_____	_____	_____ / _____
<b>Vice President</b>	<b>Date</b>	<b>Approved/Denied</b>

cc:  Chair or Director    Dean    Faculty Member    Human Resources    Office of Instruction (original)    Payroll  
(last updated January 2023)