PERALTA COMMUNITY COLLEGE DISTRICT LEAVE BANKING PROGRAM APPLICATION

College:	Date:
1. Request for: Banked Hours Use of Banked Hours (Leave) 2. Documented Critical Hardship Emergency Yes No	Cash-out Banked Hours
3. Nominal Residual Balance Yes No	gg.u.
4. Instructor's Name:Beginning: Ending:	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:
	2 4.01
(DEAN'S OFFICE USE)	
8. Status: Tenured Probationary. Indicate Contract FTE During Cur	
9. Date Last Banked Leave Taken/Paid:	
10. Number Of Hours Used Or Cashed Out:	
11. Balanced Of Banked Hours:	
13. Initial Date Of Hire (Seniority):	
14. Rate Of Pay (Pro-Rata Schedule):	
15. Verified By:	Date:
15. Verified By:	
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	
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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).

¹ "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.

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