

**SANTA MONICA COMMUNITY COLLEGE DISTRICT – OFFICE OF ACADEMIC AFFAIRS
USAGE PLAN FOR BANKED HOURS**

This Usage Plan Form helps you build an appropriate plan to reduce your banked hours to 30.0 or fewer LHEs, as described in Article 21.3. Per the agreement between the Faculty Association and the District, you must submit a plan to the Vice President of Academic Affairs regarding how you intend to use this banked time. In addition, while your banked hours exceed 30 LHE, you may not bank any additional hours until your bank balance falls below 30.0 LHE. Submit your plan to the Office of Academic Affairs **by Monday, October 6, 2008**.

NAME:	DEPARTMENT:	BANK BALANCE AS OF FALL, 2008:
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USAGE OPTIONS

	<p>I intend to take a semester off. Please specify Term: _____ Year: _____ (While on semester leave, you utilize 15 hours from your bank to receive full compensation when not teaching any classes. This leave must be approved in advance by your department chair and the Vice President of Academic Affairs)</p>
	<p>I intend to accept a reduced assignment. Please specify banked hours you plan to use: _____ <u>LHE</u> Term: _____ Year: _____ (While on a reduced assignment, you utilize hours from your bank to receive full compensation when teaching less than your contract load of 15 LHEs)</p>
	<p>I intend to accept pay during intersession. Please specify Term: _____ Year: _____ (While on an intersession leave, you utilize hours from your bank to receive full compensation when not teaching. Intersession leave shall be paid at a faculty member’s current overload rate for a total of 6 LHEs)</p>
	<p>I intend to use my banked hours to be paid for an overload assignment. Please specify banked hours you plan to use: _____ <u>LHE</u> Term: _____ Year: _____ (When on an overload assignment, you utilize hours from your bank for a total of 6 LHEs during any semester. As described in Article 6.9, overload assignments shall be paid at a faculty member’s current overload rate)</p>

SIGNATURE:	DATE:
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