



ANTELOPE VALLEY COLLEGE
REQUEST TO BANK OVERLOAD EARNINGS
 (Collective Bargaining Agreement, Article V, Section 3.17)

Instructions: To request banking of overload earnings, please fill out the employee section, and have your Dean sign and forward to the Academic Affairs office, Attn: Academic Affairs Specialist. Academic Affairs will complete the balance of the form and implement, if approved. The earnings from a maximum of three LHE per semester/intersession may be banked and the amount banked cannot exceed 18 LHE. Notification to bank overload earnings must be received prior to the beginning of the second week of the term.

To be completed by employee (please print):

_____ ID Number _____ Name (please print) _____ Date

_____ Division/Department _____ LHE to Bank

Complete the following based on the course that will be banked:

_____ Semester/Year _____ CRN _____ Subject/Number _____ Title

_____ Faculty Signature _____ Date

_____ Dean Signature _____ Date

Academic Affairs Use Only

Total Class LHE _____ Total LHE to Bank/Use _____ Cumulative Banked LHE _____

Reviewed by Academic Affairs _____ Date _____

Payroll Use Only

(_____ x $\frac{17}{\text{Term Length}}$) = _____ x \$ _____ = \$ _____
LHE Payroll Unit Hourly Rate Total Earnings for CRN

Reviewed by Payroll _____ Date _____

Academic Affairs Use Only

Vice President of Academic Affairs Signature _____ Date _____

Processed by Academic Affairs _____ Date _____