

Document # MSOP14	Title: Leave Banking Procedures	Print Date: 7-25-2014
Revision # 1.0	Prepared By: Dr. Dativa Del Rosario	Date Prepared: 7-25-2014

Purpose: To provide procedures and guidelines for leave banking program.

Scope: This procedure applies to all employees (Faculty, Staff, Administration) who are involved in the processing of leave (load) banking program.

Responsibilities:

PCCD District Human Resources
College President
Vice President of Instructions
Director of Business and Administrative Services
Division Deans

Procedures:

1.0 ARTICLE 26 SECTION T OF THE PFT CONTRACT (EXCERPTS)

- 1.1 Under Article 26 section T of the PFT contract, a permanent tenured faculty member may “bank” any contracted extra service hour in lieu of receiving direct compensation at the time the work was performed.
- 1.2 Faculty members may only bank up to a total of 30 semester hours and the payment of accumulated hours (cash out) is to be paid out at the value in which it was earned.
- 1.3 Prior to the use of the leave banking program, the form must now be signed off by either the Vice Chancellor for Finance or the vice Chancellor of Human Resources and that the cashing out of leave is only permissible under limited circumstance as articulated within the new contract language and related form.
- 1.4 A faculty member who has accumulated hours toward Banking Leave may cash out some or all of the hours for **documented critical financial emergencies** or to pay out nominal residual balances.
- 1.5 The cashed out hours shall be paid at the rate in force at the time at which the funds were earned. In the case of death, disability, retirement, resignation or termination for any reason, the amount of unused time shall be cashed out at its full value at the rate at which it was earned.

2.0 DOCUMENTATION DEFINITION AND SUBMISSION

- 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:
 - 2.1.1 Death in the immediate family
 - 2.1.2 Bankruptcy
 - 2.1.3 Foreclosure
 - 2.1.4 Divorce
 - 2.1.5 Birth or Adoption
 - 2.1.6 Retirement
 - 2.1.7 Termination
 - 2.1.8 Resignation
 - 2.1.9 Permanent Disability of the unit member, or their spouse or domestic partner
- 2.2 Documentation must be submitted to Vice Chancellor of Finance.
- 2.3 For any other documented critical financial emergency (not listed in Item 2.1 above), such as 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
- 2.4 Nominal residual balances are defined as remaining balances of \$2,500.00 or less.

References:

- A. PFT CONTRACT
- B. OTHER DOCUMENTS SUCH AS INTERNAL MEMORANDUM FROM THE VICE CHANCELLOR OF FINANCE

Forms/Records:

Form #	Record/Form/Activity Name	Satisfies Clause
Other Forms/Records		
Article 26 of the PFT Contract	Record	
Memorandum dated 10/09/2012 from Vice Chancellor of Finance	Record	
XXXXXX	Record	