The current CRFO contract (July 1, 2007, through June 30, 2010), offers the following guidelines for banking TLUs:

1. TLUs will be accumulated at the rate of 100 percent of the actual TLUs worked.
2. Banked TLUs may not be accumulated and used in the same semester.
3. No more than 22.5 TLUs can be accumulated.
4. If a class being banked is canceled, the banking is canceled and the faculty member is paid for the classes that met.
5. A faculty member who does not carry a full load in any semester will withdraw any accrued TLUs from the bank to complete the load.
6. Banked TLUs may not be held more than five years.
7. Winter and Summer Session TLUs cannot be banked.

For complete details of this process, please consult Article 3.15 of the CRFO contract.

I would like to bank ________________ TLUs.

FOR PAYROLL USE ONLY

TLUs Earned: ____________

TLUs Banked: ____________

TLU Rate: ____________

Date: ____________

By: ____________

Instructor

Division Authorization

Administrative Authorization