

Title: Banking Earned Leave Policy

- ☐ **Initial Action:** May 31, 2007
 - ☐ **Board Agenda:** 07-032
 - ☐ **Last Revised:**
 - **Policy:** April 3, 2007
 - **Procedure:** May 4, 2025
 - ☐ **Last Reviewed:** May 4, 2025
 - ☐ **Effective:** July 1, 2007
 - ☐ **Next Review:** May 2028
 - ☐ **Responsibility:** Academic Programs
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POLICY:

The Banking Earned Leave Policy allows any full-time faculty member who has taught at Cecil College full-time for a minimum of 3 years to voluntarily defer payment for overload credits toward a future leave period not restricted to the current fiscal year when certain conditions are met. Banked leave is contingent on the conditions outlined in the procedure being met and it is subject to administrative approval.

PROCEDURE:

Academic Senate and the appropriate Senate Standing Committee will review and provide feedback on this policy/procedure every three years or as needed

- 1. Qualifications:** To qualify to bank, a faculty member must hold full-time status and have worked full-time at Cecil College for a minimum of 3 years. Banked leave can only be taken once every five years.
- 2. Banking Credits:** A faculty member may bank a maximum of 10 credits per academic year; total credit hours banked may not exceed 15 credits. The office of Academic Programs will maintain records of all banked credits and forward summaries of these to the College accountant office. The procedure for granting banked leave will be administered and housed in the office of Academic Programs. Low enrolled courses are not eligible for banking credits unless approved by CAO.
- 3. Applying for and Receiving Leave:** A faculty member's application for earned leave must be received by the Department Chair and/or Director and then sent to the Dean and Vice-President of Academic Programs with a recommendation from the Department Chair and/or Director by November 15 of the year preceding the academic year for which the request is made. Eligibility will be confirmed by the Department Chair, Dean and Vice President of Academic Programs. The maximum number of approved leaves may not exceed 5% of the full-time faculty rounded up to the nearest integer. Approval of the leave is contingent upon the recruitment and availability of sufficient adjuncts. Adequate planning and coordination by the applicant with Department Chair, Dean and Vice-

President of Academic Programs for adjunct coverage is required. Even though leave has been approved, it can be rescinded if adequate adjunct coverage does not materialize. Leave for banked credits is not guaranteed. There may be some disciplines or departments for which approval may be difficult.

4. **Pay Options During Leave:** During this leave period, the faculty member receives full pay and benefits and loses no benefits or longevity status if they perform their normal departmental duties. Up to 15 credits of reduced load can be used in a single semester or over the course of one academic year. If a faculty member chooses to take a semester off and not perform their normal departmental duties and assignments, the faculty member will receive 75% of their base pay and lose no benefits or longevity status. They will continue to pay their portion of the contribution to health care, retirement, and other benefits as applicable.
5. **Payouts for Banked Credits:** All payouts for banked credits will be at the prevailing adjunct faculty rate at the time of payout. If the faculty member with banked credits withdraws from the program, the leave will be paid out. In event of termination due to death, disability, or other cause, the monetary value of the banked leave balance is to be paid to the faculty member or their estate. Banked credits that have been banked or accrued for 10 years must be used or paid out.