

CBA Tip: *Banking Process and Forms*

The FA has negotiated a generous banking policy in our CBA. The complete details of eligibility and other conditions can be found in **Article D.3.0**.

Please be aware of the deadlines for completing your banking paperwork. If you are eligible and wish to bank any current overload assignments, please complete and submit the [Application for Banking Hours](#) form which requires your Chair and Dean's signatures.

D.3.2 Banking and Unbanking Procedures

Banking

A faculty member wishing to bank LHE must complete an Application for Banking LHE form that includes approval by the dean. This completed form must be submitted to the Payroll Office prior to the latter of the second week of the regular semester or the first meeting of the class to be banked.