



Banked Point Leave Request Form

Please attach Faculty Request and Astra Screen with verification of available Banked Points.

Date:

Phone:

Faculty Member:

MDID:

Department:

Campus:

of Points Requested:

Term:

Dates From:

To:

Rationale:

Chairperson/Supervisor Signature

Date

Chairperson/Supervisor Name

Academic Dean Signature

Date

Academic Dean Name

Approved Denied

If approved prior to the term for which leave is requested, complete the following:

1. Data-Entry Request For Task/Overload Banked Point Form.
2. Faculty Web Schedule indicating Banked Points.