

<p style="text-align: center;">Academic Affairs – North Campus Banked Point Leave Request Form</p>
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Please attach Faculty Request and Astra Screen with verification of available Banked Points.

Date: _____

Faculty Member: _____ MDC ID#: _____

Department: _____ Phone: _____

of Points Requested: _____ Term: _____

Rationale:

Chairperson/Supervisor

Date

Academic Dean

Date

_____ **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.