

Horry-Georgetown Technical College

Faculty Bank Form

Name: _____ Date: _____

I plan to work and bank the following Faculty Non-Work Day(s) _____ (date), or use, work and bank the following Administrative Day(s) _____ (date). My scheduled hours of work will be from _____ a.m. / p.m. to _____ a.m. / p.m. for a total of _____ hours. I understand that I can only bank a maximum of five days (37.5 hours) in one academic year; from Faculty Non-Work Days and Personal Leave combined.

I plan to work on the following projects, objectives or duties as stated below:

1. _____
2. _____
3. _____
4. _____
5. _____

Employee

Department Chair

Dean / AVP

_____ / _____

Human Resources

Date Received