

MARIN COMMUNITY COLLEGE DISTRICT
Assigned Hours and Substitute Arrangements Form
for Conference or Honorary Leave
(MCCD/UPM Contract Article 5.5.3.6)

Office: KTD_____ IVC_____ Office Phone: KTD_____ IVC_____

	8:10 to 9:00	9:10 to 10:00	10:10 to 11:00	11:10 to 12:00	12:10 to 1:00	1:10 to 2:00	2:10 to 3:00	3:10 to 4:00	4:10 to 5:00	7:00 to 10:00
Mon.										
Tues.										
Wed.										
Thurs.										
Fri.										

1. Fill out schedule, including office hours.

2. List the period of leave.

From: _____ am/pm To: _____ am/pm
DAY/TIME DAY/TIME

3. List the arrangements for covering your obligations during the above period of leave: (e.g., substitute, trade with named faculty member, etc.).

DATE	ARRANGEMENT
_____	_____
_____	_____
_____	_____

CEU Waiver

TO: Faculty

FROM: Professional Affairs Committee

SUBJECT: CEU hours or units (Section 5.5.3.5 of Contract)

I _____ will not use units or CEU hours offered at
_____ conference on _____

to advance myself on the College of Marin salary schedule. This form will be kept on file in Human Resources.

Signature _____ Date _____