
**WEST VALLEY – MISSION COMMUNITY COLLEGE
DISTRICT UNDERLOAD ADJUSTMENT FORM**

In the event a member's full-time load for the academic year (the fall and spring semester) is less than 2.0, the underload shall be adjusted within two (2) years after the semester in which the underload occurs. The two-year period starts in the semester immediately following the semester in which the underload occurs. WVMFT-AFT Article 17.5.

Name _____ G# _____ WVC MC

Department _____ Division _____ Date: _____

Current Regular Banked Load Balance: _____

Current Pre-Retire Banked Load Balance: _____

Cumulative Underload Balance _____

Please adjust underload per the following:

Regular Banked

Semester(s) Underload Occurred _____

Amount of Banked Load Deducted _____

Pre-Retire Banked

Semester (s) Underload Occurred _____

Amount of Banked Load Deducted _____

Remaining Underload Balance _____

Comments: _____

Faculty's Signature: _____ Date: _____

Administrative Specialist Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

Human Resources Only

Processed By: _____ Date: _____

New Regular Banked Leave Balance _____ New Pre-Retire Banked Leave Balance _____

DocuSign Order: Faculty (Sign) → Admin Specialist (Sign) → Dean (Sign) → For MC only- Business Admin. (CC) (Melissa De Los Reyes → HR ((CC) Faculty Specialists- Tina Leech- WVC, Ruth Nadig- MC, Sara Hernandez- Both)