

BAKERSFIELD CITY SCHOOL DISTRICT

Education Center - 1300 Baker Street

Bakersfield, California 93305

Personnel Services

REQUEST TO BE ABSENT

For absences up to 10 days that cannot be authorized by site administrator. Check with site administrator to determine if this form is required.

_____ Certificated _____ Classified Date Submitted _____

Name _____ Employee I.D.# _____
(Obtain ID# from your site secretary)

School/Department _____ Position _____

Reason for Request (Please be specific) _____

Dates to be absent from duty _____ Total Days _____

Employee Signature

- Recommended Not Recommended
 Substitute Needed No Substitute Needed

Principal/Department Head Signature

For Personnel Services Use Only:

Disposition

_____ Not Approved

_____ Own Time (with deduction)

_____ Personal Leave (3 days maximum; substitute's salary deducted)

_____ Personal Necessity (7 days maximum; deducted from sick leave)

_____ Other _____

Asst. Supt., Personnel/Director, Classified Personnel

- Payroll School/Department Employee

INSTRUCTIONS:

1. REQUEST TO BE ABSENT forms available from Personnel Services.
2. Request must be signed by person making request and principal/department head.
3. Submit to Personnel Services.

Personnel Services will return signed copy to site following determination.