



# Tehama County Department of Education

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Tehama County  
Superintendent of  
Schools

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## ABSENCE CHANGE REQUEST FORM

*This form must be submitted in the month the change is requested*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position \_\_\_\_\_ Program/Location: \_\_\_\_\_

Current balance (required): Sick: \_\_\_\_\_ Vacation: \_\_\_\_\_ Supervisor Initial: \_\_\_\_\_

Explanation of form use (required): \_\_\_\_\_

Please check the reason(s) for submitting the form:

Change absence from: \_\_\_\_\_ to \_\_\_\_\_  
*Date/Time Date/Time*

Change absence reason\* from: \_\_\_\_\_ to \_\_\_\_\_

Cancel absence: \_\_\_\_\_ (date/time)

Add absence: \_\_\_\_\_ (date/time) Total hours: \_\_\_\_\_

Sick (Illness)  Sick (PN\*)  Sick (PNC)  Vacation

Jury Duty (attach Jury Summons)  Bereavement (submit Bereavement form)

\*If absence is PN, please state reason (no reason necessary for PNC):

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Submitted

Approved  Not Approved

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

Approved  Not Approved

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Absence Management OrgUser*

\_\_\_\_\_  
*Date Entered*

**Serving Students, Schools, and the Community**

Antelope | Corning Elementary | Corning High | Elkins | Evergreen | Flournoy | Gerber | Kirkwood  
Lassen View | Los Molinos | Red Bluff Elementary | Red Bluff High | Reeds Creek | Richfield