



2100 Chester Avenue
Bakersfield, CA 93301-4099
(661) 336-5100

ORIGINAL

- Bakersfield College
- Cerro Coso College
- Porterville College

Academic Absence Report

Identification Number		Employee's Name <i>(Please Print)</i>				
I HEREBY CERTIFY THE FOLLOWING ABSENCE(S) (Faculty must submit this form within three contract days of returning to work, Article 12, d)						
Employee's Signature		Date	Department/Office			
C O D E	(J) Jury Duty		Date(s)	Code	Hours	Minutes
	(S) Sick Leave					
	(P) Personal Necessity					
	(WC) Workers' Compensation					
	(B) Bereavement (State Relationship)					
	(U) Unpaid					
	(O) Other (Identify)					
Educational Administrator's Signature		Date				

Full-time faculty who miss an entire contract day should list an absence of 8 hours and 45 minutes, which is a contract day under the 16-week semester (Article 12, Section B.2). Absences on Fridays shall be reported on an hour and minute basis (Article 12, Section B.2.f).

2/2017

Original to: KCCD Human Resource/Payroll Office

Copies to: College Human Resources and Employee



2100 Chester Avenue
Bakersfield, CA 93301-4099
(661) 336-5100

COPY

- Bakersfield College
- Cerro Coso College
- Porterville College

Academic Absence Report

Identification Number		Employee's Name <i>(Please Print)</i>				
I HEREBY CERTIFY THE FOLLOWING ABSENCE(S) (Faculty must submit this form within three contract days of returning to work, Article 12, d)						
Employee's Signature		Date	Department/Office			
C O D E	(J) Jury Duty		Date(s)	Code	Hours	Minutes
	(S) Sick Leave					
	(P) Personal Necessity					
	(WC) Workers' Compensation					
	(B) Bereavement (State Relationship)					
	(U) Unpaid					
	(O) Other (Identify)					
Educational Administrator's Signature		Date				

Full-time faculty who miss an entire contract day should list an absence of 8 hours and 45 minutes, which is a contract day under the 16-week semester (Article 12, Section B.2). Absences on Fridays shall be reported on an hour and minute basis (Article 12, Section B.2.f).

2/2017

Original to: KCCD Human Resource/Payroll Office

Copies to: College Human Resources and Employee