



Tehama County Department of Education

Richard DuVarney
Tehama County
Superintendent of
Schools

1135 Lincoln Street Red Bluff CA 96080 | 530.527.5811 | www.tehamaschools.org

ABSENCE WITHOUT LEAVE / PAYROLL DOCK REQUEST

This form must be approved by the Superintendent prior to leave

Name: _____ Date: _____

Position _____ Program/Location: _____

Current balance (required): Sick: _____ Vacation: _____ Supervisor Initial: _____

Date(s) of Absence: _____ Time(s) of Absence: _____

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

Reason for dock: Sick (Illness) Medical Leave Vacation
 Other: _____

Total Hours Requested: _____

Explanation(required): _____

Employee Signature

Date Submitted

Approved Not Approved

Supervisor

Date

Approved Not Approved

Human Resources

Date

HR use only:

FMLA/CFRA qualified leave: Yes No Total Annual Hours: _____
From: _____ to _____

Approved Not Approved

Superintendent of Schools

Date

Payroll Specialist

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