



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

- Bakersfield College
- Cerro Coso College
- District Office
- Porterville College

Temporary Hourly, Student, & Professional Expert Employee Absence Report

Identification Number	Employee's Name <i>(Please Print)</i>			
I HEREBY CERTIFY THE FOLLOWING ABSENCE(S) (Employee must immediately complete this form upon return to duty.)				
Employee's Signature	Date	Department/Office		
C O D E	(S) Sick Leave	Date(s)	Code	Hours
	(O) Other (Identify)			

Supervisor's Signature	Date	College President's/Designee's Signature	Date	

3/2017 DO/HR Original to: KCCD Human Resource/Payroll Office Copies to: College Human Resources and Employee
Records Retention Code—Class 3, Disposable Records [Form should be destroyed during the third (3rd) year after the fiscal year in which service was completed.]