

District:

66-TCOE

60- ECE

Tulare County Office of Education

Tim A. Hire, County Superintendent of Schools

HR Use Only			
<input type="checkbox"/>	Verified	<input type="checkbox"/>	Scanned

CALENDAR CHANGE FORM

Please select one:

Certificated Management

Classified

Classified Management

Name: _____

ID / SSN: _____

Position: _____

Work Site: _____

I am changing my *vacation* schedule as follows:

Add vacation day(s): _____

Remove vacation day(s): _____

Exchanging: _____ for _____

Exchange non-workday(s): I will work on: _____

I will not work on: _____

Employee's Signature Date

Supervisor's Signature Date

DISCLAIMER:

- Please remember that calendar change requests must be approved by your supervisor 72 hours in advance (exceptions may be made for emergencies).
- You are only allowed to carry over up to thirty (30) days of vacation per year.
- Once approved, it is your responsibility to add time off, and all other absences, to the Frontline absence reporting system.
- Supervisors will respond to change requests within 24 hours.