



Erwin Electric Time Off Request

Employee Name _____

Today's Date _____

Request For:

Full Day(s) Off Date(s) _____

Partial Day Off (Time) _____

Reason
for Request _____

Paid Vacation Time (if eligible) total vacation hours _____

Unpaid Time Off total unpaid hours _____

Other (explain) _____

All time off must be approved in advance with supervisor.

E-mail completed form to hr@erwinelectric.com
Or turn into HR office in person.

TO BE COMPLETED BY OFFICE

Supervisor Approval _____

Office Schedule Updated by _____