



ELECTRICAL TECHNOLOGIES

Employee Name: _____

Vacation Requested from: _____ to _____

How Paid: (Circle One)

Vacation Time Floating Holiday

I understand if I do not have vacation time available a floating holiday will be used. If I have neither Vacation Time or Floating Holidays I will not be paid for my time off unless approved by Chris or Jennifer prior to my time off.

Employee Signature Date

Office Use Only:

Received date: _____

Processed: _____

Approval: Yes No by _____

Added to Vacation Calendar _____ by _____

Added to Quickbooks _____ by _____