

**Adamik Electric, LLC**  
**TIME OFF REQUEST FORM**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(last name, printed) (first name, printed)

Manager's Name: \_\_\_\_\_

**Time off requested:**

From: \_\_\_\_\_ to: \_\_\_\_\_  
(day of week and date) (day of week and date)

First day back to work: \_\_\_\_\_  
(day of week and date)

Will you be using Sick Time? Y / N  
 Will you be using Vacation Time? Y / N  
 \*Requested PTO **must** be approved by HR  
 Department depending on available accrued hours.

Reason for time off: \_\_\_\_\_  
(select from list below, be specific)

Day off in this request: \_\_\_\_\_

Days off this calendar year, including above days off: \_\_\_\_\_

<b>FS</b>	FAMILY SICKNESS	<b>V</b>	VACATION	<b>ML</b>	MILITARY LEAVE
<b>CJ</b>	COURT/JURY DUTY	<b>TM</b>	TRAVEL MOVING	<b>DR</b>	DOCTOR'S APPT
<b>DF</b>	DEATH IN FAMILY	<b>M</b>	MATERNITY	<b>P</b>	PERSONAL
<b>CL</b>	CLASS				

I have discussed this request with the employee and I have advised the employee to:

- return to this job after this time off       contact Human Resources prior to return after this time off

\_\_\_\_\_  
Manager's Signature and Date

I understand that I am not guaranteed to get the day(s) off that I have requested and that if PTO is requested that it must be pre-approved by the HR Department. I also understand that the approval or disapproval of my request will be based on the needs of the company and whether or not the shift(s) can be covered.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Human Resources Review:      Paid Time Off \_\_\_\_ Available Hours: \_\_\_\_  
 Non-Paid Time Off \_\_\_\_

Approved by: \_\_\_\_\_  
Human Resource's Signature Date