



EZ Electric Termination Request Form

Employee Name: _____ Employee #: _____

Requested Termination Date: _____ Supervisor/Field Manager: _____

- 1. Did Employee Quit? Yes No
- 2. If yes, date of notice: _____ (If yes, proceed to #8)
- 3. Did Employee abandon their position? (Absent 2 days – no notice)
 Yes No (If yes, proceed to #8)
- 4. Has there been documentation of incidents and discussion that has led up to the decision to terminate? Yes No
- 5. Has the Employee been warned in writing about possible termination? Yes No
- 6. Have less drastic means been considered, such as suspension? Yes No
- 7. Have you consulted and received approval for termination with your Operations Manager? Yes No
- 8. Have you reviewed the current tool list? Yes No
- 9. Have you received all company tools? Yes No
 If no, list tools _____
- 10. Is Employee eligible for Re-hire? Yes No
- 11. Reason for Termination: _____

Employee is on suspension until (date): _____ N/A

Last Day Worked: _____ 4 hours show up time: Yes No

Total Hours to be Paid: Regular _____ Overtime _____

Accounting: Accrued Vacation Hours _____ Unused _____

Final Timecard Submitted: Yes No N/A

HR Representative Approving this Termination: _____

HR Representative Signature: _____ Date: _____

Effective Termination Date: _____ EZ Check # _____