



Carlson Building Maintenance

PTO Form

01-29-2024

PTO Form

Employee name: Claudia -Reyna

Employee number: 10594

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 01-28-2024 To: 02-10-2024

Number of hours 16

Manager Approval

Approval

Comments:

this EE give the 7days notice and the last day of work was on 1/25

Manager Signature

01-29-2024

Date