



# Carlson Building Maintenance

**PTO Form**

**03-05-2025**

## PTO Form

Employee name: Staurofila -Moreno

Employee number: 10880

Department: Service

Manager: Lino Huerta

Dates of absence: From: 03-05-2025 To: 03-05-2025

Number of hours 5.0

## Manager Approval

Approval

Comments:

She requested sick time off as she called sick today 03/05/25

Manager Signature

03-05-2025

Date