



# Carlson Building Maintenance

**PTO Form**

**02-25-2025**

## PTO Form

Employee name: Alfredo -Tinoco

Employee number: 11472

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 02-21-2025 To: 02-22-2025

Number of hours **8.0**

## Manager Approval

Approval

Comments:

This EE wants to pay out the this date 2/21 and make a 40hrs a week since this EE was on call and nothing coming out for him

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

02-25-2025