



Carlson Building Maintenance

PTO Form

01-16-2024

PTO Form

Employee name: Alfredo-Tinoco

Employee number: 11472

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 12-31-2023 To: 01-01-2024

Number of hours 6

Manager Approval

Approval

Comments:

This EE request for this PTO

Manager Signature

01-16-2024

Date