



# Carlson Building Maintenance

**PTO Form**

**01-22-2024**

## PTO Form

Employee name: Minerva -Rodriguez

Employee number: 11515

Department: Service

Manager: Pedro Amaro


Dates of absence: From: 01-21-2024 To: 01-28-2024

Number of hours 38

## Manager Approval

Approval

Comments:  
this EE request for this PTO

 01-22-2024  
Manager Signature Date