



# Carlson Building Maintenance

**PTO Form**

**06-10-2024**

## PTO Form

Employee name: Minerva-Rodriguez

Employee number: 11515

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 06-02-2024 To: 06-03-2024

Number of hours 7.75

## Manager Approval

Approval

Comments:  
this EE request for this PTO

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

\_\_\_\_\_  
Date

06-10-2024