



# Carlson Building Maintenance

**PTO Form**

**11-18-2024**

## PTO Form

Employee name: Minerva-Rodriguez

Employee number: 11515

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 11-17-2024 To: 11-24-2024

Number of hours 37.25

## Manager Approval

Approval

Comments:

this EE request for this PTO can you guys put this at next paycheck

  
Manager Signature

11-18-2024  
Date