



Carlson Building Maintenance

PTO Form

09-23-2024

PTO Form

Employee name: Carolina -Rodriguez

Employee number: 11516

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 09-13-2024 To: 09-16-2024

Number of hours 15.0

Manager Approval

Approval

Comments:

This EE request for this PTO for 2 days 9/13 and 9/20

Manager Signature

09-23-2024

Date