



# Carlson Building Maintenance

**PTO Form**

**02-14-2025**

## PTO Form

Employee name: Teresa-Sanchez

Employee number: 11729

Department: Service

Manager: Eduardo Espejel

Dates of absence: From: 02-16-2025 To: 02-23-2025

Number of hours 35.0

## Manager Approval

Approval

Comments:

Ee will be out on pto forgot to put in on the ps plan , will do it now .

Manager Signature

02-14-2025

Date