



Carlson Building Maintenance

PTO Form

10-21-2024

PTO Form

Employee name: Glenda-Montejo

Employee number: 11749

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 10-17-2024 To: 10-19-2024

Number of hours 16.0

Manager Approval

Approval

Comments:
this EE request for this PTO



Manager Signature

10-21-2024

Date