



# Carlson Building Maintenance

**PTO Form**

**07-05-2024**

## PTO Form

Employee name: Joan -Ramirez

Employee number: 11974

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 07-04-2024 To: 07-05-2024

Number of hours 7.5

## Manager Approval

Approval

Comments:

This EE request for this PTO

Manager Signature

07-05-2024

Date