



Carlson Building Maintenance

PTO Form

06-30-2025

PTO Form

Employee name: Joan-Ramirez

Employee number: 11974

Department: Service

Manager: Rene Cedillo

Dates of absence: From: 06-23-2025 To: 06-23-2025

Number of hours 7.0

Manager Approval

☒ Approval

Comments:

EE Was Sick & Requested To Use PTO For The Sick Day

Manager Signature

06-30-2025

Date