



# Carlson Building Maintenance

**PTO Form**

**09-03-2024**

## PTO Form

Employee name: Joan-Ramirez

Employee number: 11974

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 09-01-2024 To: 09-08-2024

Number of hours 40.0

## Manager Approval

Approval

Comments:  
this EE request for this PTO

  
\_\_\_\_\_  
Manager Signature

09-03-2024  
Date