

Carlson Building Maintenance

PTO Form

01-02-2026


PTO Form

Employee name:	Guadalupe Ocotitla	
Employee number:	12137	
Department:	Service	
Manager:	Eduardo Espejel	
Dates of absence:	From: 01-11-2026	To: 01-15-2026
Number of hours	20.0	

Manager Approval

☒ Approval

Comments:



Manager Signature

01-02-2026

Date