

# Carlson Building Maintenance

**PTO Form**

**03-16-2026**

## PTO Form

Employee name: Guadalupe Ocotitla

Employee number: 12137

Department: Service

Manager: Eduardo Espejel

Dates of absence: From: 04-06-2026 To: 04-07-2026

Number of hours 5.0

## Manager Approval

Approval

Comments:



Manager Signature

03-16-2026

Date