

# Carlson Building Maintenance

**PTO Form**

**12-01-2025**

## PTO Form

Employee name: Guadalupe Ocotitla

Employee number: 12137

Department: Service

Manager: Eduardo Espejel

Dates of absence: From: 11-30-2025 To: 12-01-2025

Number of hours 12.0

## Manager Approval

☒ Approval

Comments:

Ee is sick and requested this days off



Manager Signature

12-01-2025

Date