



Carlson Building Maintenance

PTO Form

02-22-2024

PTO Form

Employee name: Alma-Palomino

Employee number: 12319

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 01-23-2024 To: 01-24-2024

Number of hours 5

Manager Approval

Approval

Comments:
this EE request for this PTO

Manager Signature

02-22-2024

Date