



Carlson Building Maintenance

PTO Form

09-03-2024

PTO Form

Employee name: Alma-Palomino

Employee number: 12319

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 08-26-2024 To: 08-27-2024

Number of hours 5.5

Manager Approval

Approval

Comments:
this EE request for this PTO



Manager Signature

09-03-2024

Date