



# Carlson Building Maintenance

**PTO Form**

**04-25-2025**

## PTO Form

Employee name: Manuela -Serna

Employee number: 12332

Department: Service

Manager: Eduardo Espejel

Dates of absence: From: 04-27-2025 To: 04-29-2025

Number of hours 12.0

## Manager Approval

☒ Approval

Comments:

Ee requested Sunday and Monday off, my bad I didn't put it on the ps plan.

Manager Signature

04-25-2025

Date