



# Carlson Building Maintenance

**PTO Form**

**03-04-2024**

## PTO Form

Employee name: Emilia -Mendoza

Employee number: 12531

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 02-27-2024 To: 03-03-2024

Number of hours 13

## Manager Approval

Approval

Comments:

this EE request for this PTO just 2day on 2/27/24 and 3/2/24

Manager Signature

03-04-2024

Date