



Carlson Building Maintenance

PTO Form

01-26-2025

PTO Form

Employee name: Jennifer -Alvares

Employee number: 12585

Department: Human Resources

Manager: Cruz Hernandez

Dates of absence: From: 01-20-2025 To: 01-27-2025

Number of hours 34.0

Manager Approval

Approval

Comments:

I had to give these of PTO because this employee got sick.

Manager Signature

01-26-2025

Date