



Carlson Building Maintenance

PTO Form

11-03-2025

PTO Form

Employee name: Elvia-Benavides

Employee number: 13014

Department: Service

Manager: Eduardo Espejel

Dates of absence: From: 11-02-2025 To: 11-04-2025

Number of hours 10.0

Manager Approval

☒ Approval

Comments:

Ee wasn't feeling good yesterday and today, she requested this two days off and paid from her pto

Manager Signature

11-03-2025

Date