

# Carlson Building Maintenance

**PTO Form**

**12-01-2025**

## PTO Form

Employee name: Julio Perez

Employee number: 13171

Department: Service

Manager: Eduardo Espejel

Dates of absence: From: 12-01-2025 To: 12-02-2025

Number of hours 5.0

## Manager Approval

☒ Approval

Comments:

Ee had a family emergency and requested the day off and paid as pto



Manager Signature

12-01-2025

Date