



# Carlson Building Maintenance

**PTO Form**

**12-26-2024**

## PTO Form

Employee name: Jose -Jimenes

Employee number: 13331

Department: Service

Manager: Pedro Amaro


Dates of absence: From: 12-26-2024 To: 12-31-2024

Number of hours 35.75

## Manager Approval

Approval

Comments:  
this EE request for this PTO

 12-26-2024  
Manager Signature Date