



# Carlson Building Maintenance

**PTO Form**

**03-07-2025**

## PTO Form

Employee name: Jazmin-Serna

Employee number: 13446

Department: Service

Manager: Eduardo Espejel

Dates of absence: From: 03-05-2025 To: 03-08-2025

Number of hours 15.0

## Manager Approval

Approval

Comments:

Ee was sick and requested this days off will be back on 3/9/25

Manager Signature

03-07-2025

Date