



# Carlson Building Maintenance

**PTO Form**

**01-28-2025**

## PTO Form

Employee name: Susana -Santos

Employee number: 13679

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 01-24-2025 To: 01-25-2025

Number of hours 8.5

## Manager Approval

Approval

Comments:

This EE request for this PTO she call out for sick on 1/19 and 1/24

  
\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

01-28-2025