



Carlson Building Maintenance

PTO Form

02-12-2024

PTO Form

Employee name: Susana-Ortiz

Employee number: 13679

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 02-07-2024 To: 02-09-2024

Number of hours 13

Manager Approval

Approval

Comments:
this EE request for this PTO

Manager Signature

02-12-2024

Date