



Carlson Building Maintenance

PTO Form

09-23-2024

PTO Form

Employee name: Susana-Ortiz

Employee number: 13679

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 09-18-2024 To: 09-14-2024

Number of hours 13.25

Manager Approval

Approval

Comments:

This EE request for this PTO

Manager Signature

09-23-2024

Date