



# Carlson Building Maintenance

**PTO Form**

**10-28-2024**

## PTO Form

Employee name: Antonio-Martinez

Employee number: 14152

Department: Service

Manager: Eduardo Espejel

Dates of absence: From: 10-27-2024 To: 10-28-2024

Number of hours 12.0

## Manager Approval

Approval

Comments:

Ee worked for half an hour yesterday and wasn't feeling good so he left, he didn't work today and asked if he could get paid this two days as PTO

Manager Signature

10-28-2024

Date