

# Carlson Building Maintenance

**PTO Form**

**12-11-2025**

## PTO Form

Employee name: Edwin Juarez

Employee number: 14261

Department: Service

Manager: Eduardo Espejel

Dates of absence: From: 12-08-2025 To: 12-15-2025

Number of hours 34.0

## Manager Approval

☒ Approval

Comments:

Ee requested his pto but I was on vacation I could put it on the ps plan , he's currently covered by Walt



Manager Signature

12-11-2025

Date