



# Carlson Building Maintenance

**PTO Form**

**04-15-2024**

## PTO Form

Employee name: Jorge-Polo

Employee number: 14357

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 04-07-2024 To: 04-08-2024

Number of hours 7.0

## Manager Approval

Approval

Comments:  
this EE request for this PTO

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Manager Signature

04-15-2024

Date