



# Carlson Building Maintenance

**PTO Form**

**08-01-2024**

## PTO Form

Employee name: Gissela-Lozada

Employee number: 14532

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 07-17-2024 To: 07-18-2024

Number of hours 11.5

## Manager Approval

Approval

Comments:

This EE request tow days from PTO 7/17 AND 7/23

Manager Signature

08-01-2024

Date