



Carlson Building Maintenance

PTO Form

12-27-2024

PTO Form

Employee name: Maria -Diaz

Employee number: 14788

Department: Operations

Manager: Jose Martinez

Dates of absence: From: 12-26-2024 To: 12-26-2024

Number of hours 5.5

Manager Approval

Approval

Comments:

JM

Manager Signature

12-27-2024

Date