



# Carlson Building Maintenance

**PTO Form**

**08-12-2025**

## PTO Form

Employee name: Luis-Rohena

Employee number: 14836

Department: Service

Manager: Eduardo Espejel

Dates of absence: From: 08-04-2025 To: 08-05-2025

Number of hours 5.0

## Manager Approval

☒ Approval

Comments:

Ee was sick on 8/4 and couldn't work, he requested if he could get paid for that day please

Manager Signature

08-12-2025

Date