



Carlson Building Maintenance

PTO Form

09-09-2024

PTO Form

Employee name: Laura-Avila

Employee number: 14858

Department: Service

Manager: Eduardo Espejel

Dates of absence: From: 09-01-2024 To: 09-02-2024

Number of hours 6.0

Manager Approval

Approval

Comments:

Ee had a day off and wants it to get paid

Manager Signature

09-09-2024

Date