

## **Carlson Building Maintenance**

PTO Form 11-18-2024

|                         |       | PTO Form         |            |            |  |
|-------------------------|-------|------------------|------------|------------|--|
| г. 1                    |       | 3.4              | onico Coss |            |  |
| Employee name:          | -     | Monica-Casa      |            |            |  |
| Employee number:        |       | 14956            |            |            |  |
| Department:             |       | Service          |            |            |  |
| Manager:                |       | Pedro Amaro      |            |            |  |
| Dates of absence:       | From: | 11-17-2024       | To:        | 11-23-2024 |  |
| Number of hours         | 37.0  |                  |            |            |  |
|                         | N.    | Ianager Approval |            |            |  |
| ☑ Approval              |       |                  |            |            |  |
| Comments:               |       |                  |            |            |  |
| this EE request for thi | s PTO |                  |            |            |  |
| <u>~</u>                |       |                  |            | 11-18-2024 |  |
| Manager Signature       |       |                  | Dat        | te         |  |