



Carlson Building Maintenance

PTO Form

01-30-2025

PTO Form

Employee name: Evelyn -Rodriguez

Employee number: 15063

Department: Service

Manager: Lino Huerta

Dates of absence: From: 02-08-2025 To: 02-09-2025

Number of hours 8.0

Manager Approval

Approval

Comments:

She requesting this day for PTO

Manager Signature

01-30-2025

Date