



Carlson Building Maintenance

PTO Form

06-17-2024

PTO Form

Employee name: Zaira -Rodriguez

Employee number: 15155

Department: Service

Manager: Lino Huerta

Dates of absence: From: 06-05-2024 To: 06-06-2024

Number of hours 6.75

Manager Approval

Approval

Comments:

She requested this day as PTO

2

Manager Signature

06-17-2024

Date