



Carlson Building Maintenance

PTO Form

10-31-2024

PTO Form

Employee name: Zaira-Rodriguez

Employee number: 15155

Department: Service

Manager: Lino Huerta

Dates of absence: From: 10-30-2024 To: 10-30-2024

Number of hours 6.0

Manager Approval

Approval

Comments:
she rquested this day for PTO



Manager Signature

10-31-2024

Date