



Carlson Building Maintenance

PTO Form

01-27-2025

PTO Form

Employee name: Fatima -Santacruz

Employee number: 15239

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 01-27-2025 To: 01-27-2025


Number of hours 39.0

Manager Approval

Approval

Comments:

this EE give the 7days notice last day of work was on 1/27 can you please put all PTO on the system


Manager Signature

01-27-2025
Date