

Carlson Building Maintenance

PTO Form

05-04-2026

PTO Form

Employee name: Lourdes Guzman

Employee number: 15319

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 05-07-2026 To: 05-08-2026

Number of hours 13.5

Manager Approval

Approval

Comments:
this EE request for this PTO



Manager Signature

05-04-2026

Date