



# Carlson Building Maintenance

**PTO Form**

**03-17-2025**

## PTO Form

Employee name: Lourdes -Guzman

Employee number: 15319

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 03-13-2025 To: 05-09-2025

Number of hours **80.0**

## Manager Approval

☒ Approval

Comments:

this EE request for this PTO she like to used all PTO she has on the system for all 8 week

Manager Signature

03-17-2025

Date