



Carlson Building Maintenance

PTO Form

09-09-2024

PTO Form

Employee name: Lourdes-Gusman

Employee number: 15319

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 08-27-2024 To: 08-29-2024

Number of hours 13.0

Manager Approval

Approval

Comments:
this EE request for PTO his father passed away

Manager Signature

09-09-2024

Date