



Carlson Building Maintenance

PTO Form

01-27-2025

PTO Form

Employee name: Gissela-Lema

Employee number: 15322

Department: Maintenance

Manager: Rene Cedillo

Dates of absence: From: 01-22-2025 To: 01-23-2025

Number of hours 16.0

Manager Approval

Approval

Comments:
EE Used PTO for family sick Leave.



Manager Signature

01-27-2025
Date