

Carlson Building Maintenance

PTO Form

Employee name:		Maria -Gonzales			
Employee number:		15327			
Department:		Service			
Manager:		Pedro Amaro			
Dates of absence:	From:	01-08-2025	To:	01-12-2025	
Number of hours	28.0				

Manager Approval

☑ Approval

Comments: this EE request for this PTO

01-06-2025

Manager Signature

Date