

Carlson Building Maintenance

PTO Form

Employee name:	Lucrecia -Concha			
Employee number:	15356			
Department:	Service			
Manager:	Pedro Amaro			
Dates of absence:	From:	04-15-2025	To:	04-17-2025
Number of hours	16.0			

Manager Approval

☑ Approval

Comments:

this EE request for this PTO just two days 4/15 and 4/17 she call sick

04-21-2025

Manager Signature

Date