Carlson Building Maintenance

PTO Form **12-02-2024**

PTO Form

Employee name: Dayana -Diaz

Employee number: 15379

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 11-26-2024 To: 11-27-2024

Number of hours **3.0**

Manager Approval

☑ Approval

Comments:
this EE request for pay full time on this date 11/26 she left for sick

[redacted] 12-02-2024

Manager Signature Date