



Carlson Building Maintenance

PTO Form

01-30-2025

PTO Form

Employee name: Mayra -Gutierrez

Employee number: 15387

Department: Service

Manager: Lino Huerta

Dates of absence: From: 02-02-2025 To: 02-08-2025

Number of hours **36.0**

Manager Approval

Approval

Comments:

She requesting this days for PTO

2

Manager Signature

01-30-2025

Date