

# Carlson Building Maintenance

**PTO Form**

**05-01-2026**

## PTO Form

Employee name: Noemi Aguirre de la O

Employee number: 15446

Department: Operations

Manager: Jose Martinez

Dates of absence: From: 05-01-2026 To: 05-01-2026

Number of hours 64.0

## Manager Approval

Approval

Comments:

PTO pay out, employee provided more than two weeks' notice



05-01-2026

Manager Signature

Date