



# Carlson Building Maintenance

**PTO Form**

**01-16-2025**

## PTO Form

Employee name: Isidra-Colima

Employee number: 3604

Department: Service

Manager: Eduardo Espejel

Dates of absence: From: 01-17-2025 To: 01-18-2025

Number of hours 5.0

## Manager Approval

Approval

Comments:

Ee is not feeling good,she requested tomorrow off and will be back on Saturday 1/18

Manager Signature

01-16-2025

Date