

Carlson Building Maintenance

PTO Form

Employee name:		Martin -Velazquesz			
Employee number:		3623			
Department:		Service			
Manager:		Pedro Amaro			
Dates of absence:	From:	05-08-2025	To:	05-20-2025	
Number of hours	58.0				

Manager Approval

☑ Approval

Comments: this EE request for this PTO

05-15-2025

Manager Signature

Date