Carlson Building Maintenance

PTO Form **01-13-2025**

PTO Form

Employee name: Laura -Morales

Employee number: 3656

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 01-09-2025 To: 01-13-2025

Number of hours **20.0**

Manager Approval

☑ Approval

Comments:
This EE report for this PTO she has a family emergency

[redacted] 01-13-2025

Manager Signature Date