



Carlson Building Maintenance

PTO Form

02-22-2024

PTO Form

Employee name: Laura -Morales

Employee number: 3656

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 02-18-2024 To: 02-27-2024

Number of hours 35

Manager Approval

Approval

Comments:
this EE request for this PTO



Manager Signature

02-22-2024

Date