



# Carlson Building Maintenance

**PTO Form**

**05-06-2024**

## PTO Form

Employee name: Laura-Morales

Employee number: 3656

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 05-02-2024 To: 05-07-2024

Number of hours 20.0

## Manager Approval

Approval

Comments:  
this EE request for this PTO

  
\_\_\_\_\_  
Manager Signature

05-06-2024  
\_\_\_\_\_  
Date