



Carlson Building Maintenance

PTO Form

11-18-2024

PTO Form

Employee name: Laura-Morales

Employee number: 3656

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 11-10-2024 To: 11-12-2024

Number of hours 4.0

Manager Approval

Approval

Comments:
this EE request for this PTO

Manager Signature

11-18-2024

Date