



Carlson Building Maintenance

PTO Form

07-14-2025

PTO Form

Employee name: Reinaldo -Espinosa

Employee number: 4563

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 07-04-2025 To: 07-05-2025

Number of hours 8.0

Manager Approval

☒ Approval

Comments:

this EE request to make it the 40hours with the PTO



Manager Signature

07-14-2025

Date