

Carlson Building Maintenance

PTO Form

Employee name:	Reinaldo-Espinosa			
Employee number:	4563			
Department:	Service			
Manager:	Pedro Amaro			
Dates of absence:	From:	06-13-2025	To:	06-14-2025
Number of hours	8.0			

Manager Approval

☑ Approval

Comments:

this EE or PS would like to complete the 40hrs with the PTO

06-16-2025

Manager Signature

Date